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Procedures have been developed for completing survey forms to collect data ssential in inventorying space and measuring the utilization of different types of space among institutions of higher education. Forms and survey methods are included for--(1) building analysis, (2) room analysis, (3) residential room analysis, and (4) space utilization study. Methods discussed are scope of information, date compilation and data recording. Appendices include coding systems, determination of space adequacy and updating procedures. (MM)

Survey Method

for

HIGHER EDUCATION FACILITIES IN TEXAS COLLEGES AND UNIVERSITIES

OFFICE OF EDUCATIONAL FACILITIES STUDIES

The University of Texas / Austin, Texas / March, 1967

SURVEY METHOD: Higher Education Facilities Texas

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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SURVEY METHOD
FOR
HIGHER EDUCATION FACILITIES
IN
TEXAS COLLEGES AND UNIVERSITIES

COPY
NUMBER
245

Office of Educational Facilities Research
The University of Texas
Austin, Texas

March, 1967

PREFATORY NOTE

This manual sets forth the procedures for completing survey forms to collect data essential to inventorying space and measuring the utilization of different types of space among Texas institutions of higher education. It has been developed through the efforts of members of the Facilities Division of the Coordinating Board, Texas College and University System, representatives of many institutions from each division of higher education in Texas and the staff of the Office of Educational Facilities Research for the Coordinating Board at the University of Texas. Through this office we are channeling the direction-giving activities which will help the Coordinating Board by providing supportive information deemed as important and necessary to decision-making practices which must be exercised by institution and state system personnel alike in order to "assure efficient use of construction funds and the orderly development of physical plants to accommodate projected college student enrollments."[1]

In 1965, the facilities of seventy-four institutions were studied on a similar basis by this staff. It has been considered reasonable that we employ these findings and experience as a point of departure for this current updating of facilities-related data. The method of data collection is basically unchanged though broadened in scope to include a consideration of utilization factors. The data to be collected in accordance with procedures outlined in this manual are presented in the very basic form. Reasons for incorporation of some items of information, detailed explanations of special case consideration, a consideration of the assigned space as to its adequacy as expressed by its occupants or assignees are deliberately omitted from this publication in order to provide you with elemental tools of data collection. The Office of Educational Facilities Research will, until the termination of its grant, stand ready to provide every measure of assistance deemed within our capability to each institution and to the Coordinating Board.

Careful evaluation and analysis of the compiled data will lead to the development of utilization standards for non-scheduled room use at the departmental level. Similar departments throughout the statewide system will be compared. These standards and the determinant factors developed for each type of room use according to curriculum program implemented through such space will be highly useful in the determination of needs for space renovation and/or additional facilities construction in each of our colleges and universities.

A continued implementation of this system will provide valuable information to further a better understanding of the effect of academic program change or modification in teaching methods, etc. on the utilization of the assigned

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[1]Texas, State of, House Bill 1, 1965.

facilities. At the institutional level, such information will prove helpful in considering space requirements for the expansion and/or innovation of the many and varied disciplines as it will relate the effect of the factors which are found to be most influential in determining space needs for future enrollments.

This space inventory system provides fully descriptive information on buildings and the different types of facilities and the utilization of all space. Such research is first and foremost a concern of each institution. The detailing of various information fields is considered as necessary in providing each institution with a close and accurate view of its space use and needs. The development of projecting factors will reflect the varient educational philosophies, operational procedures and considered needs of each institution on a separate analysis. Data once generated can also then be useful to the Coordinating Board, and to the U. S. Office of Education which has a deep interest in information of this type in connection with the Federal grant and loans programs and in connection with national statistics on higher education. The needs of the different interested parties have been taken into account in the development of the survey forms and the information to be collected in order to facilitate the reporting of data at all levels.

To continue with this study endeavor, Dr. C. C. Colvert, Director of this study, has requested that all correspondence be forwarded to:

Office of Educational Facilities Research
Sutton Hall Room 204
University of Texas
Austin, Texas
ATTENTION: Mr. N. C. Kohn, Assistant Director

Area Code 512
Telephone 471-5206

INTRODUCTION

Although the establishment of data compilation methodology in the area of institutional studies has long been considered an exercise of institutional autonomy, this proposed technique is presented both as a guide which allows for institutional research expansion and as a data collection system which provides detailed information relating physical plant inventory to departmental use and suggested cost analysis according to budgetary programs.

The widespread use of this system among the Texas Colleges and Universities is strongly warranted for it generates highly comparable data for extra-institutional analysis, as well as for sophisticated internal evaluation.

With recognition of the fact that the building blocks of this system are the individual rooms of each building, we present first, the completion of Form EFR-3, Building Analysis. This quickly orients the reader to a necessary familiarity with the source document format which bears resemblance both to Form EFR-1, Room Analysis and EFR-2, Utilization Source Document.

For evaluational purposes, related studies with suggested data compilation techniques as updating procedures are presented in the Appendix. To afford maximum utilization of the source document capabilities several fields of information which are common to each card on each of these documents may be used for purposes other than the intended reporting of information to the Coordinating Board. In the discussion of each set of instructions for completing these documents the dual use of these fields is presented for your reference. If more columns are needed for further detailed data collection for institutional purposes please note this capability.

If needs for additional information on the building level are deemed necessary or are requested by various Federal or other State agencies, and if the data can be obtained by close evaluation of the data compiled by this system, this office, in working with the Coordinating Board, stands ready to supply such information through our data processing center. In this regard it seems wise to suggest that the student housing facilities be studied as soon as possible according to the methodology presented in this manual even though a study of such facilities is not an immediate objective of this research. Evaluative programs have already been written to help analyze such data and stand ready for use at your request.

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Building Study

BUILDING ANALYSIS STUDY

BUILDING RECORD

It is often necessary to report information on a building by building basis. Source Document EFR-3, Building Analysis was created and is presented as the opposing page as a guide to keeping summarized records at the building level. Much of the information is gained through the analysis of the room study according to Forms EFR-1 and EFR-1A, if used. However, additional building information is needed for various purposes and this form serves for reporting as much of the statistical data as is possible on one record. It is to be completed for every building owned or used by the institution. If only a portion of a building which is non-institution owned is occupied by the institution, report only the space so used.

Note: For purposes of this study, a building is defined to include any structure with a roof and at least two walls, including such unusual structures as carports, house trailers, stalls, stadia, sheds, etc. even if the buildings are movable.

Buildings or structures acquired for demolition and not to be used by the institution need not be reported in the Facilities Survey.

Method of Data Collection and Recording

Unlike much of the information gathered for the room analysis, the data which is entered on the Building Analysis source document can normally be compiled from records and files located centrally or at various points on the campus. However, in some cases a site visit to a building will be required to provide some of the building record information. As mentioned earlier, room analysis data will be used in completing this source document, specifically Items I and J. For such additional information as percentages of total assignable square footage which is air conditioned, etc., Columns 1 through 5, 12, and 75 through 78 can be used. The information formatted for these columns is to appear only on the records submitted to the Coordinating Board.

Date _____

Institution _____

Building and Floor

EDUCATIONAL FACILITIES RESEARCH
SOURCE DOCUMENT EFR-3
BUILDING ANALYSIS

1	11	111
GENERAL INFORMATION	BUILDING SIZE	BUILDING COST

A	B	C	D	E	F	G	H	I	J	K	L	M
Institutional Code ___ ___ ___	Building Code	Building Location	Fallout Shelter	Building Ownership	Building Program Use	Functional Type Building	Gross Square Footage	Net Square Footage	Net Assignable Square Footage	Total Construction Cost	Federal Funds--Sources	State Funds--Sources

EDUCATIONAL FACILITIES RESEARCH
SOURCE DOCUMENT EFR-3
BUILDING ANALYSIS

Worksheet Number _____

Checked by _____

Examiner _____

ii		iii				iv								v										vi	vii		
NG SIZE		BUILDING COST				BUILDING RECORD								CONSTRUCTION DATA											TIME OF STUDY		
Net Square Footage	Net Assignable Square Footage	Total Construction Cost	Federal Funds--Sources	State Funds--Sources	Other Funds--Sources	Number of Floors	Attic and/or Basement	Elevator Use	Date of Construction	Number of Additions	Building Condition	Building Permanency	Type Building Construction	Exterior Wall Finish	Exterior Wall Backup	Foundation Type	Floor Structure	Roof Structure	Roof Decking	Roof Material	Inside Wall Finish	Inside Floor Finish	Inside Ceiling Material	Heating System	Cooling System		Year of Study	Control Column	Type Card Index Code
I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W 1	X 2	Y 3	Z 4	5	6	7	8	9	0	1	2		Y	Z	1 2

GENERAL INSTRUCTIONS

BUILDING ANALYSIS

EFR-3

As in each of the other two basic source documents used in this study of educational facilities, this document is designed to provide a line for each separate but complete entry. In this case, each line on the document represents one building and any and all additions to a particular building. The seven major fields of information and the eighty columns of the document provide information which is completely compatible for use in responding to building-related requests submitted by the Coordinating Board, Texas College and University System, and the Texas State Building Commission.

These areas of coverage as contained in the five major data classifications are as follows:

FIELD	ENTRY	COLUMNS
Field i	General Information	
(Item A)	Institutional Code Number	1- 5
(Item B)	Building Code	6- 9
(Item C)	Building Location	10
(Item D)	Fallout Shelter	11
	Reserved for Institutional Use	12
(Item E)	Building Ownership	13
(Item F)	Building Program Use	14-17
(Item G)	Functional Type Building	18-21
Field ii	Building Size	
(Item H)	Gross Square Footage	22-27
(Item I)	Net Square Footage	28-33
(Item J)	Net Assignable Square Footage	34-39
Field iii	Building Cost	
(Item K)	Total Construction Cost	40-47
(Item L)	Federal Funds--Sources	48
(Item M)	State Funds--Sources	49
(Item N)	Other Funds--Sources	50
Field iv	Building Record	
(Item O)	Number of Floors	51-52
(Item P)	Attic and/or Basement	53
(Item Q)	Elevator Use	54
(Item R)	Date of Construction	55-57
(Item S)	Number of Additions	58
(Item T)	Building Condition	59
(Item U)	Building Permanency	60
(Item V)	Type Building Construction	61

Field v	Construction Data	
(Item W-1)	Exterior Wall Finish	62-63
(Item W-2)	Exterior Wall Backup	64
(Item W-3)	Foundation Type	65
(Item W-4)	Floor Structure	66
(Item W-5)	Roof Structure	67
(Item W-6)	Roof Decking	68
(Item W-7)	Roof Material	69
(Item X-1)	Inside Wall Finish	70
(Item X-2)	Inside Floor Covering	71
(Item X-3)	Inside Ceiling Material	72
(Item X-4)	Heating System	73
(Item X-5)	Cooling System	74
Field vi	Reserved for Institutional Use	75-76
Field vii	Time of Study and Control Elements	
(Item Y)	Year of Study	77-78
(Item Z)	Control Column	79
(Item Z-1)	Type Card Index Code	80

INSTRUCTIONS FOR ENTERING INFORMATION DURING BUILDING ANALYSIS SURVEY

ITEM A *INSTITUTIONAL CODE NUMBER. COLUMNS 1 THROUGH 5.*
Enter assigned code number in Columns 1 through 5 for your institution or institutional subdivision as it appears in the Code Section of this manual, page 94 .*

ITEM B *BUILDING CODE. COLUMNS 6 THROUGH 9.*
Each institution has a code number assigned to each building for reasons of budgetary control, equipment inventory, auditing procedures, etc. That number should be entered in Columns 6 through 9. Although space is provided for a 4-digit number, all building numbers of less than 4 digits should be entered to place the last digit in Column 9.

ITEM C *BUILDING LOCATION. COLUMN 10.*
Enter the code number appropriate for the location of the building as follows:

1 --- On the main campus.
2 --- On a branch campus.
3 --- On a remote location (more than twenty miles distance).
4 --- Isolated space less than five miles from the main campus.
5 --- Isolated space more than five but less than twenty miles from main campus.

2

ITEM D *FALLOUT SHELTER. COLUMN 11.*
Enter the number for the descriptive statement below which best describes the status of this building in the National Shelter Survey as a shelter for protection from fallout of radioactive materials.

1 --- Building was NOT included in the National Shelter Survey.
2 --- Building was included in the National Shelter Survey, but was NOT licensed as a fallout shelter.
3 --- Building was licensed as a fallout shelter by the National Shelter Survey, but has NOT been stocked with supplies.
4 --- Building was licensed as a fallout shelter by the National Shelter Survey, and is stocked with supplies

---

*This information appears ONLY on reports to the Coordinating Board. The columns may be used for other purposes related to internal analysis.

ITEM E *BUILDING OWNERSHIP. COLUMN 13.*
Enter the code which properly represents the ownership of the building being studied:

1 --- Institution owned--entirely institution used.
2 --- Institution owned--all or a portion leased to non-institution users.
3 --- Non-institution owned--entirely institution used, whether leased, borrowed, etc.
4 --- Non-institution owned--a portion used by non-institution users.

ITEM F *PRIMARY PROGRAM USE BY DESIGNED USE. COLUMNS 14 AND 15.*
Using the appropriate code from the list below, enter in Columns 14 and 15 the primary program use of the building for which the building was designed. If the building has been remodeled completely to serve a purpose unlike its original structure, then the new purpose or function is indicated here.

Senior Colleges and Universities

01 --- Liberal Arts
02 --- Science
03 --- Fine Arts
04 --- Teacher Education
05 --- Agriculture
06 --- Engineering
07 --- Home Economics
08 --- Law
09 --- Social Service
10 --- Library Science
11 --- Veterinary Medicine
12 --- Vocational Training
13 --- Physical Training
14 --- Nursing
15 --- Pharmacy
16 --- Business Administration
17 --- Optometry
18 --- Teacher Education--Practice Teaching
50 --- Multiple Program Use
60 --- Non-Instructional

An explanation of the courses grouped under each of the above classifications is found on pages 88-90.

Junior Colleges (Public and Private)

31 --- Agriculture
32 --- Arts and Crafts
33 --- Business Administration

34 --- Dramatics and Speech Arts
35 --- Education
36 --- Engineering
37 --- English
38 --- Foreign Language
39 --- Health, Education, and Physical Training
40 --- Home Economics (Homemaking)
41 --- Industrial Arts (Industrial Education)
42 --- Journalism
43 --- Library Science
44 --- Mathematics
45 --- Music
46 --- Natural Science
47 --- Orientation, Counseling, and Guidance
48 --- Social Sciences
49 --- Technology
70 --- Multiple Program Use
80 --- Non-Instructional

An explanation of the courses grouped under each of the above classifications is found on pages 91-93.

ITEM G *FUNCTIONAL TYPE BUILDING--PRIMARY. COLUMNS 18 AND 19.*
Using the appropriate code from the list below enter in Columns 18 and 19 the primary functional type of the building.

Instructional

11 --- Classroom Building
12 --- Instructional Laboratory Building
13 --- Library
14 --- Gymnasium, Swimming Pool
18 --- Other Instructional
19 --- Multipurpose Instructional (combination of the above)

Organized Activities and Instruction-Research Related

21 --- Demonstration School
22 --- Home Management Laboratory
23 --- Extension
24 --- Experiment Station
25 --- Museum
29 --- Other General Facilities

Research

31 --- Physical and Natural Sciences
32 --- Social Science Research
33 --- Agricultural Research
34 --- Engineering Research
39 --- Multipurpose Research

General Office

41 --- Faculty Office Building
42 --- Administrative Office Building
43 --- Research Office Building
44 --- Multipurpose Office Building

Service and Related

51 --- Maintenance Building
52 --- Garage Building
53 --- Warehouse Building
54 --- Utility and Power Building
56 --- Heating Plant and/or Cooling Plant

Assembly Building

61 --- Auditorium or Theatre Building
62 --- Chapel Building
63 --- Field House or Armory
64 --- Stadium

Residential Facilities

71 --- Men's Residence
72 --- Women's Residence
73 --- Co-educational Residence
74 --- Married Students Housing
75 --- Faculty and/or Staff Housing
76 --- Fraternity House
77 --- Sorority House
78 --- Agricultural Farm Housing
79 --- Other

Student Services and Other Auxiliary Buildings

81 --- Cafeteria Building
82 --- Student Union Building
83 --- Combination of 81 and 82
84 --- Student Health Building
85 --- Student or University Press
86 --- Bookstore Building
89 --- Other

FUNCTIONAL TYPE BUILDING--SECONDARY. COLUMNS 20 AND 21.
If the building includes a clearly recognizable secondary type of function, enter the appropriate code from the preceding list.

ITEM H *GROSS AREA (SQUARE FOOTAGE). COLUMNS 22 THROUGH 27.*
Enter total amount of gross floor area expressed in square feet. Gross Area should be construed to mean the sum of the floor areas included within the outside faces of exterior walls for all stories,

or areas, which have floor surfaces. Gross Area should be computed by measuring from the outside face of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall faces. In addition to ground to top story internal floored spaces, gross area should include basements (except unexcavated portions), attics, garages, enclosed porches, penthouses and mechanical equipment floors, lobbies, mezzanines, all balconies--inside or outside--utilized for operational functions, and corridors, provided they are within the outside face lines of the building. Roofed loading or shipping platforms should be included whether within or outside the exterior face lines of the building. Open courts and light wells, or portions of upper floors eliminated by rooms or lobbies which rise above single-floor ceiling height, should not be included in the gross area, nor should unenclosed roofed-over areas or floored surfaces with less than six foot six inch head-room be included unless they can properly be designated and used as either net assignable, mechanical, circulation, or custodial area. Gross Area does not include mechanical equipment tunnels. Loading docks are included if they are roofed.

ITEM I *NET SQUARE FOOTAGE. COLUMNS 28 THROUGH 33.*
In all buildings but those designated as "residential" in nature this information is generated from Form EFR-1, Room Analysis, and will be supplied from the Office of Educational Facilities Research at the University of Texas. It is defined as the difference between Gross Building Area and Construction Area or as total interior space. If residential facilities are studied according to Form EFR-1 (or the available Form EFR-1A) then this data will also be supplied by the Office of Educational Facilities Research. If residential facilities are NOT studied then this field is to be left blank.

ITEM J *NET ASSIGNABLE SQUARE FOOTAGE. COLUMNS 34 THROUGH 39.*
This information will be generated from the room analysis survey in each academic building. Net Assignable Area should be construed to mean the sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant, including every type of space functionally usable by an occupant. All net assignable areas should be computed by measuring from the inside finish of permanent outer building walls, to the office side of corridors and/or to permanent partitions. Included should be space subdivisions for offices, classrooms, laboratories, seminar and conference rooms, libraries, file rooms, storage rooms, etc., including those for special purposes (e.g., auditoriums, cafeterias, TV studios, faculty and student locker and shower rooms, maintenance and research shops, garages), which can be put to useful purposes in accomplishment of the institution's mission. Deductions should not be made for columns and projections necessary to the building. In all buildings but those designated as "residential

in nature this information is generated from Form EFR-1, Room Analysis and will be supplied from the Office of Educational Facilities Research at the University of Texas. If residential facilities are studied according to Form EFR-1 (or the available Form EFR-1A) then this data will also be supplied by the Office of Educational Facilities Research. If residential facilities are NOT so studied then this field is to be left blank.

SPECIAL NOTE --- *The information for Field iii, Items K, L, M, and N is to be provided for all buildings. Costs of physical plant additions to existing buildings should be reported.*

ITEM K *TOTAL CONSTRUCTION COST. COLUMNS 40 THROUGH 47.*
The total dollar figure shown should include the cost of construction (including built-in equipment and service systems but NOT initial movable equipment), architectural and engineering fees and costs, utility connections (but NOT utility lines outside the structure), and site preparation and improvements--to include parking facilities for the building. This figure should exclude, in addition to those exclusions above, the cost of land, contingencies, legal and administrative costs and capitalized interest.

ITEM L *FEDERAL FUNDS--SOURCES. COLUMN 48.*
This item will indicate whether Federal funds were involved in the project. The appropriate letter entry will indicate the type of assistance or combinations of assistance from Federal sources. Leave blank if no Federal support was involved.

A --- Title I Grant, H.E.F.A., 1963
B --- Title II Grant, H.E.F.A., 1963
C --- Title III Loan, H.E.F.A., 1963
D --- National Science Foundation or National Institute of Health
E --- National Defense Education Act
F --- College Housing Loan (Federal)
G --- Combination of A and any other Federal source of funds
H --- Combination of any of the above Federal source of funds which excludes Title I Grant (A)
BLANK --- None

ITEM M *STATE FUNDS--SOURCES. COLUMN 49.*
This column provides the same information as under Item L, but relates to State funds or State authorized sources of funds. Leave blank if no State support was involved.

A --- Constitutional Ad Valorem Funds
B --- Constitutional Available University Fund
C --- State Appropriation
D --- Combination of either A or B with C above
BLANK --- None

ITEM N *STATUTORILY AUTHORIZED AND OTHER FUNDS. COLUMN 50.*
Enter the appropriate code for the fund source listed below:

A --- Local ad valorem tax
B --- Building use fee secured from tuition
C --- Building use fee secured by other than tuition
D --- Other sources
E --- Combination of A and B above
F --- Combination of A and C above
G --- Combination of A and D above
H --- Combination of B and C above
J --- Combination of B and D above
K --- Combination of C and D above
L --- Combination of A, B, and C above
M --- Combination of A, B, and D above
N --- Combination of B, C, and D above

ITEM O *NUMBER OF FLOORS. COLUMNS 51 AND 52.*
Enter the total number of floors found in the building. Attics and basements are not included.

ITEM P *ATTIC AND/OR BASEMENT. COLUMN 53.*
Enter the proper code from below for attic and/or basements for the building. A floor should be considered an attic or basement if it is structurally such by design, whether finished or unfinished, and regardless of use. Such space should provide headspace of at least six feet from floor level.

1 --- One basement
2 --- Two basements
3 --- Three basements
4 --- Attic only
5 --- Attic and one basement
6 --- Attic and two basements
7 --- Attic and three basements
9 --- Other combination
BLANK --- Neither attic nor basement

ITEM Q *ELEVATOR USE. COLUMN 54.*
If there is a mechanical means to transport personnel or supplies between the floor levels, enter the appropriate code number.

1 --- Personnel elevator(s)
2 --- Freight elevator(s)
3 --- Both personnel and freight elevators
4 --- Escalator service
5 --- Combination of 1 and 4 above
6 --- Combiantion of 2 and 4 above
7 --- Combination of 3 and 4 above
BLANK --- None of the above

ITEM R *DATE OF CONSTRUCTION. COLUMNS 55 THROUGH 57.*
Enter the last three digits of calendar year in which the building was completed, acquired, and/or first occupied. For buildings under construction but not completed, enter the last three digits of the year in which the construction will be completed.

ITEM S *NUMBER OF ADDITIONS. COLUMN 58.*
Enter the number of physical plant, room additions which have been made since the completion of the original structure, if known. Do not include renovation or major repairs to the structure. In cases where there have been nine or more additions made, enter code number 9. If undeterminable, leave blank; if none, enter 0.

ITEM T *BUILDING CONDITION. COLUMN 59.*
See condition of space code below. Enter the general code number which matches best the conditions of the building in study in judgment of the person doing the survey.

A --- Should be replaced
B --- Poor condition
C --- Fair condition
D --- Good
E --- Excellent

To assist in making a judgment the following guides should be helpful.

A --- SHOULD BE REPLACED. Building is probably an older structure which is probably obsolete, with insufficient heating, cooling, electrical wiring, etc. It is probably unsafe due to poor wiring, inadequate exits or weakened supporting structure, fire vulnerability, etc.

B --- POOR CONDITION. Major repairs or extensive renovation costs are probably uneconomical. Building is usable but with a life expectancy of only one to five years before being qualified in the category of SHOULD BE REPLACED. Need for its space and the lack of funds to build a replacement force continuation of its use.

C --- FAIR CONDITION. Building is probably with a useful life expectancy of five to ten years due to type of construction deterioration and obsolescence for institutional use. Cost of upkeep and maintenance is probably getting beyond normal efficient expenditures. Needs major rehabilitation (restoration to its optimum condition without major alterations, modernization, or expansion).

D --- GOOD. Building has a probable life expectancy of an additional ten to twenty years. It is compatible with present and planned usage and maintenance and upkeep costs are reasonable.

E --- EXCELLENT. Building is well equipped for institutional uses for another twenty to forty years.

ITEM U *BUILDING PERMANENCY. COLUMN 60.*

If the building is a temporary structure only, enter the appropriate code in Column 60. Temporary buildings fall into one of the following categories:

1 --- Wood frame building of surplus type vintage
2 --- Buildings recently acquired only to help satisfy immediate needs, and which will see limited use until better facilities are available
3 --- Combination of 1 and 2 above
4 --- Other types of temporary structures
9 --- Building is or will be a permanent structure

ITEM V *TYPE BUILDING CONSTRUCTION. COLUMN 61.*

Enter the code number for the type of construction used.

1 --- Wood frame
2 --- Wood frame with brick
3 --- Load bearing masonry walls
4 --- Steel frame
5 --- Reinforced concrete frame
6 --- Reinforced concrete walls
7 --- Building with light weight metal walls
8 --- Glass building (greenhouse)
9 --- Other

SPECIAL NOTE --- *Items W and X, constituting Field v, Construction Data, need to be completed only by the public senior colleges and universities. This information is required by the Texas State Building Commission to meet the requirements of the State Building Construction Administration Act of the 59th State Legislature. Any other institution wishing to provide this information for its inventory is free to do so.*

ITEM W-1 *EXTERIOR WALL FINSIH. COLUMNS 62 AND 63.*
Enter the code number below which describes the predominent exterior wall or outside finish.

01 --- Brick
02 --- Concrete Brick
03 --- Limestone
04 --- Granite
05 --- Marble
06 --- Clay tile
07 --- Precast or site-cast concrete
08 --- Other masonry
09 --- Porcelain enamel (curtain wall)
10 --- Aluminum (curtain wall)
11 --- Glass (curtain wall)
12 --- Painted metal (curtain wall)
13 --- Asbestos-cement
14 --- Other curtain wall finish (pre-surfaced ceramic tile, aggregates, limestone, granite, marble, etc.)
15 --- Wood siding
16 --- Asbestos
17 --- Stucco
90 --- Other

ITEM W-2 *EXTERIOR WALLS--BACKUP MATERIAL. COLUMN 64.*
This entry is used only with reference to masonry walls. If walls are of any other type then enter Code 9 in this column. If this information cannot be determined then enter a Code 5 in this column.

1 --- Clay tile
2 --- Brick
3 --- Concrete blcok
4 --- Not applicable
5 --- Undeterminable
9 --- Other

ITEM W-3 *FOUNDATION TYPE. COLUMN 65.*
Enter the predominant type of foundation used.

1 --- Concrete beam and slab on fill
2 --- Concrete pier and spot footings with slab on fill
3 --- Concrete pier and spot footings with suspended slab
4 --- piling
5 --- Undeterminable
9 --- Other

ITEM W-4 *FLOOR STRUCTURE. COLUMN 66.*
Enter predominant type of floor structure used in building.

1 --- Reinforced concrete slab and beam
2 --- Structural steel--open steel truss, steel joists with reinforced concrete slab floor
3 --- Structural steel--open steel truss, steel joists with precast concrete slab
4 --- Structural steel--open steel truss, steel joists with precast gypsum slab
5 --- Structural steel--open steel truss, steel joists with other type floor
6 --- Wooden floor over wooden joists
9 --- Other

ITEM W-5 *ROOF STRUCTURE. COLUMN 67.*
Enter predominant type of roof used.

1 --- Reinforced conrete slab and beam
2 --- Structural steel--open steel truss, steel joists with reinforced concrete slab floor
3 --- Structural steel--open steel truss, steel joists with precast concrete slab
4 --- Structural steel--open steel truss, steel joists with precast plank
5 --- Structural steel--open steel truss, steel joists with other type roof
6 --- Wood joists
9 --- Other

ITEM W-6 *ROOF DECKING. COLUMN 68.*
Enter predominant type of decking used.

1 --- Reinforced concrete slab
2 --- Precast concrete slab
3 --- Precast plank
4 --- Metal deck
5 --- Wood deck
9 --- Other

ITEM W-7 *ROOF MATERIAL. COLUMN 69.*
Enter the predominant type of roofing material used in the building.

1 --- Built-up (tar or asphalt and gravel)
2 --- Clay tile
3 --- Composition (asphalt and shingle)
4 --- Asbestos
5 --- Wood shingle
6 --- Room composition
9 --- Other

ITEM X-1 *INSIDE WALL FINISH. COLUMN 70.*
Enter code for predominant material used in the building.

1 --- Plaster
2 --- Dry wall-sheetrock
3 --- Exposed masonry
4 --- Wood finish
9 --- Other
BLANK --- None

ITEM X-2 *INSIDE FLOOR COVERING. COLUMN 71.*
Enter code predominant material used in the building.

1 --- Asphalt tile
2 --- Vinyl asbestos tile
3 --- Tile--composition not known
4 --- Vinyl or linoleum
5 --- Terrazzo
6 --- Wood
7 --- Concrete
8 --- Carpet
9 --- Other or dirt floor

ITEM X-3 *INSIDE CEILING MATERIAL. COLUMN 72.*
Enter code best describing predominant ceiling material used in the building.

1 --- Suspended acoustical tile
2 --- Acoustical tile over other material
3 --- Plaster
4 --- Sypsum board
5 --- Exposed structure
9 --- Other

ITEM X-4 *HEATING SYSTEM. COLUMN 73.*
Enter code best describing the heating system for the building.

1 --- Steam, central system, central plant
2 --- Steam, system serving this building only
3 --- Circulating hot water, central system, central plant
4 --- Circulating hot water, system serving this building only
5 --- Circulating hot water, multiple system in building
6 --- Warm air furnaces
7 --- Space heaters
8 --- Heat pump forced-air systems
9 --- Other
BLANK --- None

ITEM X-5 *COOLING SYSTEM. COLUMN 74.*
Enter the best code describing the cooling system for the building.

1 --- Refrigerated air, window units
3 --- Evaporative cooling
4 --- Refrigerated air, system serving this building only
5 --- Forced untreated air
6 --- Refrigerated air, room units*
9 --- Refrigerated air, central system, central plant
BLANK --- None

*Room units are defined as those air conditioning units which service only a relatively few rooms of a larger building. The compressor may be located inside or outside the building.

ITEM Y *YEAR OF STUDY. COLUMNS 77 AND 78.*
Enter the last two digits of the calendar year in which the study is completed.

ITEM Z *CONTROL COLUMN. COLUMN 79.*
Enter the code number which describes the control of data as listed below:

* --- Continuationof Data Card

/ --- Deletion of Data Card

& --- Adjustment of Data Card

NOTE: See Supplement for detailed explanation of this ITEM.

ITEM Z-1 *TYPE CARD INDEX CODE. COLUMN 80.*
Enter the Code Number 3 in this column.

Room Study

ROOM ANALYSIS SURVEY

Date _____

Institution _____

Building and Floor _____

EDUCATIONAL FACILITIES RESEARCH
SOURCE DOCUMENT EFR-1
ROOM ANALYSIS

A	Institution Code	BUILDING INFORMATION	i
B	Building Code		
C	Wing or Addition	ROOM LOCATION	ii
C-1, D	Floor Level and Room Number		
E	Primary Use	TYPE ROOM CLASSIFICATION	iii
F	Secondary Use		
G	Designed Use		
H	Primary Stations	STATION COUNT	iv
I	Type Seating, Primary		
J	Secondary Stations		
K	Type Seating, Secondary		
L	Room Occupant	ROOM OCCUPANT	v
M	Length (Major)	ROOM D	
	Width (Major)		

EDUCATIONAL FACILITIES RESEARCH
SOURCE DOCUMENT EFR-1
ROOM ANALYSIS

Worksheet Number _____

Checked by _____

Examiner _____

H	Primary Stations		STATION COUNT	iv
I	Type Seating, Primary			
J	Secondary Stations			
K	Type Seating, Secondary			
L	Room Occupant		ROOM OCCUPANT	v
M	Length	Major	ROOM DIMENSIONS	vi
	Width			
N	Length	Alcove A		
	Width			
O	Length	Alcove B		
	Width			
P	Type Chalkboard		INSTRUCTIONAL	vii
PL	Chalkboard Lineal Feet			
Q	Room Design			
R	ETV Capability			
S	Audio-Visual			
T	Teaching Station Type			
U	Type Air Conditioning		GENERAL	viii
V	Type Floor Covering			
W	Quality of Space			
X	Month and Year of Study		TIME OF STUDY	ix
Y	Control Column			
Z	Type Card Index Code			

PROCEDURES FOR PERFORMING THE ROOM ANALYSIS

FORM EFR-1, FIELD SURVEY -- ROOM ANALYSIS

Source document EFR-1 is also designed to facilitate the transfer of data from the document to a punched card record. A copy of the document is found as the opposing page. Each of fourteen horizontal lines of the document represents one room of any given building and each of the eighty blocks on the line represents a column on an eighty column punched card record. The entry made on the source document is key punched in the corresponding column on the machine record card. A columnar listing of the fields of study on document EFR-1 is included here for reference.

FIELD	ENTRY	COLUMNS
Field i	Building Information	
(Item A)	Institution Code Number	1- 5
(Item B)	Building Code Number	6- 9
Field ii	Room Location	
(Item C)	Wing or Addition Designation	10
(Item C-1)	Floor Level	11-13
(Item D)	Room Number	14-17
Field iii	Type Room Classification	
(Item E)	Primary Use	18-21
(Item F)	Secondary Use	22-25
(Item G)	Designed Use	26-29
Field iv	Station Count	
(Item H)	Primary Stations	30-33
(Item I)	Type Seating, Primary	34
(Item J)	Secondary Stations	35-36
(Item K)	Type Seating, Secondary	37
Field v	Room Occupant	
(Item L)	Room Occupant	38-42
Field vi	Room Dimensions	
(Item M)	Major Dimensions	43-50
(Item N)	Alcove A	51-56
(Item O)	Alcove B	57-62
Field vii	Instructional Room Information	
(Item P)	Type Chalkboard	63
(Item P-1)	Lineal Feet Chalkboard	64-65
(Item Q)	Room Design	66
(Item R)	ETV Capability	67
(Item S)	Audio Visual	68
(Item T)	Teaching Station Type	69

Field viii	General Room Information	
(Item U)	Type Air Conditioning	70
(Item V)	Type Floor Covering	71
(Item W)	Quality of Space	72-73
	Reserved for Institutional Use	74-75
(Item X)	Month and Year of Study	76-78
(Item Y)	Control Column	79
(Item Z)	Type Card Index Code	80

PROCEDURE

The survey of the rooms of a building will be either the initial study or a study to update the record. The following steps are proposed to be followed in logical sequence in completing a study of the room of any particular building. In the case of an initial survey each room must be visited and described by entries on the form. In the case of an update, entries on the survey form may require a visit to each room, depending on how complete the information is in the existing survey record. Update procedures appear in the Appendix of this manual.

Generally speaking, all entries to the source document are made as soon as the data are determined. On an initial study this will be done in the building at the time of the study in the following manner by the survey team.

Recommended working procedure is as follows:

[1] A set of building sketch plans or blueprints is obtained and reviewed for room dimensions, room numbers, building age, etc.

[2] A building code is determined and recorded on the floor plan and source document headings are completed (e.g. date, examiner, building worksheet number, etc.). In addition, the more general information can be entered at this point (e.g. institution, building code, year of study, month of study, floor level, and date of construction). Should these remain constant for the complete use of each document, it is not necessary to enter these codes on every line of the form. That is, no room analysis form should contain rooms from more than one building; therefore, some of the information common to all rooms in the same building need not be repeatedly copied on each line. Such data common to all rooms in the same building will be entered on each room record by machine processing. Where floor plans are known to be accurate, room dimensions may be entered from the architectural drawings. However, it will often be found that drawings are obsolete and that a number of new spaces have been created by the disection or consolidation of rooms. In this case, the creation of a basic record from the drawings will provide the clue to this at the time of the actual room inspection.

[3] Upon performing the room survey, the blueprints should be consulted to determine conformity of the actual space with the drawing. A tape measure (preferably 50 feet) will be used to measure rooms and areas as required to record the data on the rooms accurately. An institutional representative should enter any discrepancies onto the blueprints.

[4] The survey team proceeds as follows: One carries a clipboard which holds sheets of Source Document EFR-1. He enters the information on the form for each room as called out by the other person classifying the room use, station count, etc., and measuring the space. Any questions regarding these findings are discussed in the room and corrected data, if any, are entered immediately. It may be found that a well trained and highly experienced team develops such expertise in the survey method that the members can work independently.

[5] When the last room on each floor is completed, the team should take a momentary pause to double-check to see that all rooms have been surveyed and that all corrections or additions have been made on the records.

[6] When the building is completed, all of the institution's documents are returned to a central office along with the corrected floor plan and the room dimensions are entered.

[7] When all buildings have been so surveyed on a room-by-room basis, the basic room* analysis information is completed.

Details on entering information follow on the next page.

*Note: Although the term "room" is used throughout this section, it should be understood that ALL floor space covered in a survey form including halls, foyers, stairwells, elevators, loading docks, toilets, etc., are considered to be "rooms." If no number is assigned to such space, an arbitrarily chosen number MUST be used. For example, the number 99 can be assigned to all such space on each floor with the use of an alphabetic suffix: 299, 299A, 299B, 299C, etc.

INSTRUCTIONS FOR ENTERING INFORMATION DURING ROOM ANALYSIS SURVEY

ITEM A *INSTITUTION CODE. COLUMNS 1 THROUGH 5.*
The institution's code number is found in the code section on page 94 of this manual. It is identical to the code number presented by the Office of Education, Department of Health, Education, and Welfare and by the Coordinating Board, Texas College and University System. This number must appear on every form from the institution and should be entered in Columns 1 through 5. This field can be used for other purposes by the institution so long as the punched card sent to the Office of Educational Facilities Research contains the institution code number. This can be accomplished, for example, by duplicating the cards without duplicating this field and then gang punching the institutional code number onto the cards. (This same procedure can be followed for Columns 73 through 78.)

ITEM B *BUILDING CODE. COLUMNS 6 THROUGH 9.*
Enter the institution's code number for the building in which the room is located in Columns 6 through 9. Although space is provided for a 4-digit number, all building numbers of less than 4-digits should be entered to place the last digit in Column 9, to maintain low order position control.

ITEM C *WING OR ADDITION DESIGNATION. COLUMN 10.*
Enter the alphabetic character which describes the wing or other added extension to the building in which the surveyed room is located. Examples: N = north wing; S = south wing; E = east wing; W = west wing; or A = wing A; B = wing B; C = wing C; etc.

ITEM C-1 *FLOOR LEVEL. COLUMNS 11 THROUGH 13.*
This item is used to designate the level of floor which contains the room under study. For the most part, such level designator is readable as part of the room number, e.g. Room 301 is normally located on the third floor.

COLUMN 11 is used exclusively for cases of incomplete or balcony-type floors and other non-numbered stories. Enter the code letter which best describes the level according to the following:

A --- Attic
M --- Mezzanine
L --- Balcony and other loft-type levels
S --- Library stack area
B --- Basement*
G --- Ground floor**

*Basement is defined as a "story," the finished floor of which is 3'0" or more below the average exterior grade line or walk abutting the exterior walls.

**Ground floor is defined as the first floor above the basement or as a "story," the finished floor of which is 3'0" or less below the average exterior guide or walk abutting the exterior walls. If the ground floor, by definition, is considered to be the first floor of the building, then it is coded as the first floor in Columns 12 and 13.

The numeric floor level is indicated in Columns 12 and 13. The first floor or floor immediately above the ground floor is coded 01, the second floor or floor immediately above the first floor is coded 02, etc.

ITEM D *ROOM NUMBER. COLUMNS 12 THROUGH 17.*
Enter the room number in Columns 12 through 15. Columns 16 and 17 are used for the recording of any further room designation which is represented by an alphabetic character. Such characters may be found either as a prefix or a suffix to the room number. If the room has only a one digit number, the entry should be made in Column 15.

ITEM E *PRIMARY ROOM USE. COLUMNS 18 THROUGH 21.*
See the Facilities Classification Code on page 30 of this manual. Enter the primary or principal room use in Columns 18 through 20. Column 21 is used ONLY for an alphabetic letter designating a service area. Service area codes are found on page 53 and are handled in the following manner. To designate a service area, the type of room which is being serviced is entered into the primary use columns and the type of service area being described is entered alphabetically in Column 21. For example, a storage closet which services a lecture classroom is coded 111B in Columns 18 through 21. It may be noted here that service rooms may or may not be adjoining the room which they service

ITEM F *SECONDARY ROOM USE. COLUMNS 22 THROUGH 25.*
If the room has two or more uses, enter the secondary use (from Facilities Classification Code) in Columns 22 through 24. Column 25 is to be used ONLY for an alphabetic letter designating a service area (see instructions for Column 21 above).

NOTE: Secondary uses may appear in several ways. The most common being that a room will have more than one working station type, e.g. a faculty office station in the same room with a secretarial station or a faculty office station in a

chemistry research laboratory. The second most common use of a dual purpose room is the situation in which the room occupant performs various services in his capacity of employment, e.g. a departmental chairman who teaches several classes as a member of the faculty, and who conducts a research program, etc.

In an effort to avoid space proration this system determines the amount of space so used in dual capacity and it further describes the two major functions of any given room. Admittedly this does not permit an answer to the question, "How many square feet of space exclusively used for faculty offices do we have?" The question should be better qualified according to the types of combination of rooms available and asked somewhat like this: "How many square feet of office space do we have which is combined in a room with scientific research, secretarial work area, conference rooms, etc. or not combined with any other functional use?"

ITEM G *ROOM CLASSIFICATION BY DESIGN. COLUMNS 26 THROUGH 29.*
Use ONLY if the room was designed for some specific function which is not the same as its current use. Again, use the Room Classification Code found on page 30 of this manual. Column 29 is reserved to designate a service area as described under Items E and F above.

NOTE: Design in this case does not necessarily refer to the original construction design of the room. Rather, it refers to the actual design of the room at the moment of study. For example, if a classroom is being used as a multistation office and if it has NOT been permanently partitioned, then it would be coded in this design field as a classroom.

ITEM H *PRIMARY STATIONS. COLUMNS 30 THROUGH 33.*
Enter the actual number of chairs or places where people may be assigned at one time while performing in accordance with the Primary Use of the room. A single figure entry 0 through 9 should be placed in Column 33; a double figure entry, 10 through 99, should be placed in Columns 32 and 33; etc.

NOTE: In shop areas, the station count represents the number of operable machines, in locker rooms the number of lockers, etc. In rest rooms the primary station count relates to the number of toilet and/or urinal stations.

ITEM I *TYPE OF SEATING. COLUMN 34.*
Enter the code number descriptive of the primary seating in the room, using the codes below:

1 --- Fixed chair, with tablet arm
2 --- Movable chair, with tablet arm
3 --- Straight back chair, with or without arm rests
4 --- Table-chair combinations (seminar, conference room-type seating)
5 --- Desk-chair combination
6 --- Bench-type seating (gymnasium stands, etc.)
7 --- Theatre seating
8 --- Lounge chair, sofa, or other cushioned seating
9 --- Stool-type seating
0 --- Rest room stations (toilets or urinals)
BLANK --- None

ITEM J *SECONDARY STATIONS. COLUMNS 35 AND 36.*
Enter the actual number of chairs or places where people may be assigned at one time while performing in accordance with the Secondary Use of the room (see Item F above).

NOTE: Entries may be made in these columns to represent the number of extra seating stations only when the room has no apparent secondary use. This would account for extra chairs in a conference room, racked folding chairs in a lecture room or auditorium, and the like.

Secondary station count in rest rooms relate to the number of lavatory or wash basin facilities.

ITEM K *SECONDARY OR AUXILIARY SEATING TYPE. COLUMN 37.*
Refer to the Seating Classification Code under Item I above to describe the type of seating coded and entered in Columns 35 and 36.

ITEM L *ROOM OCCUPANT. COLUMNS 38 THROUGH 42.*
Data regarding the occupants of a room can generally be viewed as being describable according to (a) department or office by code and (b) department or office type as defined by activity level of operations. Refer to Department Coding System on page 73 to designate the principal department which occupies the space. Enter this code in Columns 38 through 41.

NOTE: This is not to be construed as referring to the department which CONTROLS space assignment. In cases where space is assigned to one department but occupied by another the code for the occupant is used. Rooms of general multiple department use are coded 9999.

COLUMN 42. To define the departmental level of activity use the codes presented below for Column 42 entries.

H --- Room used exclusively or partly for high school instruction.
E --- Room used exclusively or partly for elementary school instruction.
D --- Room used exclusively or partly for laboratory or demonstration school instruction.
V --- Room used for non-college level vocational arts.
T --- Room used for non-college level technical education.
N --- Room used by non-institution personnel.
R --- Room used by institution personnel for research only.

NOTE: The use of these codes in Column 42 is not to indicate the function of the room but to enable such spaces to be treated separately in any evaluative effort which relates this specific level to facility use.

NO ENTRY AT ALL IN THIS COLUMN IS MEANT TO INDICATE THAT THE SPACE IS OCCUPIED BY AN AGENCY OR OFFICE OF THE INSTITUTION UNDER STUDY.

ITEM M *ROOM DIMENSIONS--MAJOR ROOM. COLUMNS 43 THROUGH 50.*
The entries here will serve to compute the room square footage. The last of the four digits under both the length and the width is for a decimal figure for tenths of a foot. A major room, measuring 21.5' by 36.4' would be entered 02150364 in the eight spaces for this item. A major room measuring 20' by 15' would be entered 02000150 in the eight spaces. Dimension measurements are taken from the inside wall to inside wall of the room. The measurement is made at the floor level (sometimes referred to as baseboard to baseboard measurements). A room of complex shape should be described by two artibrary dimensions, the product of which is equal to the actual floor area of the room.

ITEM N *ROOM DIMENSIONS--ALCOVE A. COLUMNS 51 THROUGH 56.*
This item and Item O are provided for rooms with alcoves or of irregular shape. The last of the three digits under both the length and width is for a decimal figure. An alcove measuring 21.5' by 36.4' would be shown as 215364 in Columns 51 through 56. An alcove measuring 20' by 15' would be entered as 200150.

ITEM O *ROOM DIMENSIONS--ALCOVE B. COLUMNS 57 THROUGH 62.*
The instructions applicable to this item are the same as those outlined under Item N above. Refer to those instructions with regard to entries under this Item.

SPECIAL NOTE --- *Rooms which need more than these three dimensional representations of linear measurement can be handled simply by duplicating Columns 1 through 17 on the next line and by placing the additional measurement in Columns 43 through 62. See instructions for* ITEM Y, COLUMN 79 *in this event.*

ITEM P *TYPE OF CHALKBOARD. COLUMN 63.*
Enter the type of chalkboard found in room according to the Chalkboard Classification Code below:

1 --- Permanent, wall mounted
2 --- Movable, roller mounted
3 --- Wall mounted, retractable
4 --- Combination of 1 and 2 above
5 --- Combination of 2 and 3 above
6 --- Combination of 1 and 3 above
7 --- Combination of 1, 2, and 3 above

ITEM P-1 *CHALKBOARD, LINEAL FEET. COLUMNS 64 AND 65.*
Enter total lineal feet of chalkboard found in the room. Round fractional footage to nearest whole number.

ITEM Q *ROOM DESIGN. COLUMN 66.*
This category is to be used primarily in the study of institutional facilities such as classrooms and laboratories. Refer to Room Configuration and Design Codes below and enter that code which correctly describes the room. A BLANK in this column indicates that the room has no special characteristics in this sense of design.

0 --- Level floor
1 --- Tiered floor
2 --- Room with teaching platform
3 --- Special room configuration with relation to walls (not rectangular or square, such as wedge shaped or round)
4 --- Combination of 0 and 2 above
5 --- Combination of 0, 2, and 3 above
6 --- Combination of 0 and 3 above
7 --- Combination of 1 and 2 above
8 --- Combination of 1, 2, and 3 above
9 --- Combination of 1 and 3 above

ITEM R *EDUCATIONAL TELEVISION EQUIPMENT. COLUMN 67.*
Enter the number of television station signal OUTLETS found in all rooms equipped for closed circuit television.

ITEM S *AUDIO-VISUAL EQUIPMENT AND CAPABILITY. COLUMN 68.*
Enter the code number which corresponds to the type capability of the room.

1 --- Room can be darkened
2 --- Projection screen available
3 --- Room wired for sound amplification
4 --- Combination of 1 and 2 above
5 --- Combination of 1 and 3 above
6 --- Combination of 2 and 3 above
7 --- Combination of 1, 2, and 3 above

ITEM T *TEACHING STATION EQUIPMENT. COLUMN 69.*
This item is to be used to describe the type of teaching station equipment that is located in the room. Various station types are indicated with their assigned code number. Enter the appropriate code in Column 69.

1 --- Laboratory equipped table
2 --- Teaching lecturn--table mounted
3 --- Teaching podium--floor mounted
4 --- Teaching desk-chair combination

ITEM U *TYPE AIR CONDITIONING. COLUMN 70.*
See the Air Conditioning Code below. Enter the type of air control system used in the room according to the indicated code number.

1 --- Window unit--refrigerative
2 --- Window unit--evaporative
3 --- Central unit--evaporative
4 --- Central unit--refrigerative
5 --- Central unit--circulative forced air only
6 --- Room unit
7 --- Overhead fan
8 --- Exhaust fan
0 --- None

NOTES: Code 5, Central unit--circulative forced air only, refers to centrally controlled systems which are completely ducted yet which do not have an attached cooling compressor, etc.

Room units are defined as those air conditioning units which service only a relatively few rooms of a larger building, the compressor for which may be contained inside the building or located on the outside.

ITEM V *TYPE FLOOR COVERING. COLUMN 71.*
See the Floor Covering Code below. Enter the number which describes the type of floor covering found in the room.

1 --- Asphalt tile
2 --- Vinyl asbestos tile
3 --- Tile--composition unknown
4 --- Vinyl or linoleum
5 --- Terrazzo
6 --- Wood
7 --- Concrete
8 --- Carpet
9 --- Other or dirt floor

ITEM W *QUALITY OF SPACE. COLUMNS 72 AND 73.*
This item is not required to be completed. It is provided for institutional use if the college wishes to rate the quality of space by rooms. The codes to be used in COLUMN 73 are as follows:

A --- Should be replaced
B --- Poor condition
C --- Fair
D --- Good
E --- Excellent

Definitions of these classifications are included under Item T for the Building Analysis Form, EFR-3, on page 11.

NOTE: For those institutions interested in evaluating the quality of space from the viewpoint of the room occupant during the course of each day, refer to page 98 of the Appendix to this manual. The entry for Column 72 is discussed there in detail.

COLUMNS 74 AND 75
--- *These columns are reserved for institutional use.*

ITEM X *YEAR AND MONTH OF STUDY. COLUMNS 76 THROUGH 78.*
The last two digits of the calendar year should be entered in Columns 76 and 77. Enter on every form reported to the Office of Educational Facilities Research. Refer to Item A, page 21, for instructions relating to individual institution use of these columns.

MONTH OF STUDY. COLUMN 78.
Enter the code corresponding to the month during which the study takes place.

A --- January
B --- February
C --- March
D --- April
E --- May
F --- June
G --- July
H --- August
I --- September
J --- October
K --- November
L --- December

ITEM Y *CONTROL COLUMN. COLUMN 79.*
Enter the code number which describes the control of data as listed below:

* --- Continuation of Data Card

/ --- Deletion of Data Card

& --- Adjustment of Data Card

NOTE: See Supplement for detailed explanation of this ITEM.

ITEM Z *TYPE CARD INDEX CODE. COLUMN 80.*
Enter the Code Number 1 in this column.

ROOM CLASSIFICATION CODES

ROOM CLASSIFICATION CODES

These listed codings are used for entries regarding primary, secondary, and designed use of educational facilities. All are considered as room types and describe the activity or use to which the room is put. The categorization used in this listing enables us to consider the activity and the room type without introducing such elements as room "function," etc. This explains the duality of some definitions, *i.e.* to facilitate the evaluative and analytical processing of data.

It may be well to note here that when discussing a room for purposes of implementing this code system, a strong consideration is given to the activity that is conducted within the room. This list, therefore, presents many activities as room types. The actual room type or architecturally designed room type is placed in the "design" field, Columns 26 through 29 only if the activity conducted in the room is not the activity for which the room was designed. Because of this factor, the combinations of room type and activity, when carefully described according to the codes listed below, afford an opportunity to fully describe room use.

NOTE: The code numbers and descriptions printed in this script type face are not to be used in room classification. Use only those codes which appear in the gothic type as used in the introduction to this section. These codes are also indicated by an asterisk in the margin.

---

000 --- UNCLASSIFIABLE SPACE

*	010 --- ROOM UNDER RENOVATION	Any room which is undergoing restoration, rennovation, etc. and which is unoccupied at the time of the study.
*	020 --- VACANT ROOM	Void of equipment. A room which is found to be empty of equipment, supplies, furniture, etc. at the time of the study and for which no use is planned or self-evident. Design use is used in classifying this space to show its intended or possible use if determinable.

100 --- INSTRUCTIONAL FACILITIES

Assignable area which is used by student and/or faculty in the performance of the teaching process. Included are (a) facilities which are used directly in the teaching process, e.g. lecture rooms, siminar rooms, laboratories, gymnasium space, studios; (b) facilities which service these facilities, e.g. balance rooms, laboratory preparation rooms, storage areas; (c) facilities used by faculty to prepare lesson plans or formats, counsel students, research material, etc.

	110 --- GENERAL CLASSROOMS	*Assignable instructional area used primarily for the presentation of program material by lecture, lecture-type instruction with instructor performing experiment with laboratory equipment, seminar-type instruction characterized by multi-stationed table, and audio-visual, sound reproduction or ETV equipped facilities where lecture-type material is presented*
*	111 --- LECTURE CLASSROOMS	Any general purpose instructional room designed and used primarily for lectures, discussions, or quizzes. This excludes siminar and auditorium facilities. Auditoriums are distinguished from lecture rooms on the basis of primary use; they are defined as a large room with seating oriented toward some focal point, e.g. stage, which is used for dramatic or musical productions or for general meetings.
*	112 --- SEMINAR ROOM	Instructional rooms that contain a table or tables and chairs arranged for informal discussion-type instruction. These are regularly scheduled for organized classes but not necessarily discussion groups.
	120 --- INSTRUCTIONAL LABORATORIES	*Assignable instructional area which is primarily used for the presentation of program or curriculum material characterized by an experimental, student participation activity, where the student performs some sort of work or operation pertinent to the subject being taught. (This instructional method may be preceded by an introductory lecture by the faculty member. Although each laboratory is classifiable according to its primary and secondary uses and then to its design some class meetings of a truly lecture-type may be conducted in these rooms.) Some characteristics of selected institutional laboratories are listed for reference below.*
*	121 --- LIFE AND PHYSICAL SCIENCES	Lab stations with gas jets, water outlets, experimental supplies, equipment, etc.
*	122 --- LANGUAGE	Sound baffled booth-type stations equipped with earphones, tape recorders, and other typically language instruction-type equipment.
*	123 --- SOCIAL SCIENCES	Child development study facilities. Archeological maps, experiment, etc.

*	124 --- HOME ECONOMICS	Fitting rooms, sewing rooms, model houses, etc.
*	125 --- BUSINESS MACHINES	Table-type stations with calculators, typewriters, dictaphones, etc., all used during instruction or for after-class practice.
*	126 --- VOCATIONAL EDUCATION	Welding, carpentry, painting, electrical, printing, and similar instructional facilities.
*	127 --- FINE ARTS	Excluding music. Art studios, sculpture instruction, etc.
*	128 --- MUSIC	Band hall instruction and practice, choral instruction. Such a facility is usually quite large as opposed to the small music practice room or music studio.
*	129 --- EDUCATION	Specially designed teaching facilities, lab oriented agricultural education equipment, special education, remedial reading instruction, etc., excluding demonstration or lab school facilities.
	130 --- OTHER TEACHING FACILITIES	*Assignable space which implements the program presentation in such a manner as to not be accurately describable as either instructional classroom or instructional laboratory but in which the formal learning process is conducted in regularly scheduled meetings, e.g. music practice rooms, gymnasium areas, indoor swimming pools, music studio facilities for faculty and students, and instructional listening rooms.*
*	131 --- MUSIC INSTRUCTION FACILITY	A studio or room in which music is taught to a limited (usually less than three) number of students at a time. A combination faculty-study room is coded primarily as office and secondarily coded to be a studio. Both entries are necessary to Form EFR-1 in such cases.
*	132 --- MUSIC PRACTICE	Instrument equipped, small room designed for practice, not instruction (usually individual).
*	133 --- GYMNASIUM FLOOR	All area of a gymnasium which is used for physical education instruction or practice. This includes basketball, squash, and handball courts, wrestling areas, gymnastics rooms and the like.
*	134 --- SWIMMING	Indoor swimming pool.

*	135 --- OTHER PHYSICAL EDUCATION RELATED	This includes large facilities such as indoor track and field facilities, coliseum, etc. when used for instructional purposes.
*	136 --- AGRICULTURAL AND LIVESTOOK TEACHING AREAS	Areas which are considered as instructional in agricultural sciences such as poultry labs, dairy barn when used for instructional purposes ONLY, etc. Do not confuse this area with General Agricultural Facilities as listed in Code Area 680.
*	137 --- INDIVIDUAL INSTRUCTION	Rooms of any curriculum area other than music in which individual instruction occurs. Examples: art, journalism, theatre, etc.
*	138 --- LIBRARY SCIENCE	All rooms or areas which are used exclusively for presentation of library or curriculum library program instruction which appears in design to be classifiable as normal library space. Such space includes stack area, instructional circulation desk area, etc.
	140 --- FACULTY FACILITIES	*Rooms which are assigned to and are occupied by one or more institutional staff members for the performance of faculty duties. Such a room is equipped with office-type furniture and is clearly characterized as assignable space used by a faculty member for the research and preparation of instructional material. A studio-type room in the department of music is classified primarily as a faculty office and secondarily as a studio. For the purpose of this report a faculty member is defined as any staff member who, during the study, was actually teaching one or more courses or who, while away on a leave of absence, is regarded (due to previous activities) more as an instructor than as an administrator, graduate student or the like. Should a college administrator be teaching a course the classification of his office is determined by his preponderant assigned use of such office. For example, the Dean of the Chemistry Department may be teaching a class, but his office by designation and departmental function is primarily classified as an instructional-related administrative office and secondarily as a faculty office. This term generally applies to space occupied by the following titled personnel:*

Professor emeritus	*Professor adjunct*
Professor	*Special instructor*
Associate professor	*Technical instructor*
Assistant professor	*Lecture instructor*
Teaching associate	*Teaching assistant*
Instructor	*Fellow*

*	141 ---	FACULTY OFFICE	
*	142 ---	SECRETARIAL AREA SERVING FACULTY	
*	143 ---	FACULTY CONFERENCE OR MEETING ROOM	
*	144 ---	FACULTY LOUNGE	
	200 ---	*LIBRARY SPACE*	*Assignable area which services the acquisition, filing or cataloguing, storage and retrieval of books, manuscripts, journals, films, records, newspapers and other reading, listening, and/or research materials. It excludes similar areas set aside for the instruction of library science programs (which are classified as "other teaching facilities"). It further excludes all administrative and clerical offices.*
*	201 ---	READING, PERIODICAL, CIRCULATION DESK AREAS	Space in the library which is equipped for the sole purpose of reading and studying booklike material. This would include areas used for the collection, display, and reading of current periodicals. If a reading area and a stack area are combined, the proper coding is to indicate both a primary and a secondary room use on the source document.
*	202 ---	REFERENCE ROOM	Area set aside for the use of catalogued references to the library material. Room equipped with tables and filed cards.
*	203 ---	CARREL AREAS AND INDIVIDUAL STUDY ROOMS	An area set aside for individual study which is equipped with a small table and a chair. Normally the area is assigned to someone for their continual use and it is normally but not necessarily located within an adjoining book storage area.
*	204 ---	AUDIO-VISUAL	Room assigned for use for microfilm reading, film viewing and tape listening.
*	205 ---	STACK AREA	This area contains shelving for the storage of books, periodicals, manuscripts, and other catalogued material. This area is normally set aside from the general reading rooms, however, it will normally contain a few scattered general-use

tables and chairs. It is difficult to determine the amount of square footage of stack area in a room which is considered an open stack room and which presents general reading facilities such as those found in a reading room. Such an area is truly a combined stack and reading room, although it could be rated on the predominant use by floor area. This study makes no attempt to prorate space. In such rooms, code the room as a combination of 205 and 201 for primary and secondary use descriptions.

* 206 --- DEPARTMENTAL LIBRARY — This code number describes the combined library facilities within a particular departmental area. This space is located outside of the main library building.

<u>INSTRUCTIONAL RELATED FACILITIES</u> --- CODES 300, 400, 600

All assignable area which functions to complement the conducting of instructional activities while they themselves are not definable as instructional areas or rooms are considered instructional related facilities in this report. Such related instructional areas are divided into:

(a) assignable area for research activities

(b) assignable area for use in the administration of university or college operations

(c) assignable area designated for use as student study facilities not contained within library-related facilities, e.g. study halls in student union

(d) any other type of assignable area which is designed for specific functional purposes in the conducting of all academic, curriculum-related, program presentation and research.

This is differentiated from a normal service area for other classifications in that each area of this space category is normally characterized by its capability of being used separate and apart from any direct relation to the conductance of formal, regularly scheduled classroom or laboratory instruction.

	300 --- RESEARCH FACILITIES	*Assignable area which provides space in which any research or research-type activities are actually being conducted. Combined uses are coded primarily as research facilities and secondarily as whatever other function may be served by such space. For example, a room serving both as a faculty office and a research laboratory is classified primarily as a research facility and secondarily as a faculty office.*
	310 --- DEPARTMENTAL AND FACULTY RESEARCH	*Space used by an academic department or faculty member for purposes of research conducted by the department in coordination with a class. Does not include such activities as reading and experimentation performed primarily as preparation for teaching.*
*	311 --- LABORATORY-TYPE SPACE	
*	312 --- LIBRARY-TYPE SPACE	
*	313 --- OFFICE-TYPE SPACE	(Separate administrative space for research placed under 430)
	320 --- ORGANIZED RESEARCH	*All space directed to research which is neither sponsored nor conducted in coordination with a class for which funds have been separately budgeted and for which the work is generally accomplished by faculty or paid student personnel.*
*	321 --- LABORATORY-TYPE SPACE	
*	322 --- LIBRARY-TYPE SPACE	
*	323 --- OFFICE-TYPE SPACE	(Separate administrative space for research placed under 430)
	330 --- SPONSORED RESEARCH	*Activities performed in accordance with the conditions of contracts with governmental agencies or other outside organizations or persons to conduct specific research projects or to render other specialized services for which payment will be made on a cost or fixed price basis. This is distinguished from a gift or grant paid to the institution which may bear little or no relation to cost.*
*	331 --- LABORATORY-TYPE SPACE	

*	332 ---	LIBRARY-TYPE SPACE	
*	333 ---	OFFICE-TYPE SPACE	(Separate administrative space for research placed under 430)
400 ---	*ADMINISTRATIVE FACILITIES*		*All assignable area with office-type equipment which is used for the performance of administrative or clerical duties related to the administrations of all operations of an institution of higher education. Such facilities house all personnel related to both the program or curriculum implementation and the general operations of the institution. Several departmental examples are indicated in code section 7000 of the Department Code listings in this manual.*
410 ---	*GENERAL ADMINISTRATIVE*		*President, Registrar, Comptroller, etc.*
*	411 ---	ADMINISTRATOR'S OFFICE SPACE	
*	412 ---	SECRETARIAL, WAITING, ETC.	
*	413 ---	CONFERENCE, MEETING	
*	414 ---	LOUNGE	
420 ---	*INSTRUCTION RELATED*		*Non-faculty: Dean, Departmental Chairman, etc.*
*	421 ---	ADMINISTRATOR'S OFFICE SPACE	
*	422 ---	SECRETARIAL, WAITING, ETC.	
*	423 ---	CONFERENCE, MEETING	
*	424 ---	LOUNGE	
430 ---	*RESEARCH ADMINISTRATION*		
*	431 ---	ADMINISTRATOR'S OFFICE SPACE	

* 432 --- SECRETARIAL, WAITING, ETC.

* 433 --- CONFERENCE, MEETING

* 434 --- LOUNGE

440 --- LIBRARY ADMINISTRATION (Bookbinding, accession, storage, etc., are all service areas to administrative space.)

* 441 --- ADMINISTRATOR'S OFFICE SPACE

* 442 --- SECRETARIAL, WAITING, ETC.

* 443 --- CONFERENCE, MEETING

* 444 --- LOUNGE

450 --- PHYSICAL PLANT AND SECURITY

* 451 --- ADMINISTRATOR'S OFFICE SPACE

* 452 --- SECRETARIAL, WAITING, ETC.

* 453 --- CONFERENCE, MEETING

* 454 --- LOUNGE

460 --- EXTENSION AND CONTINUING EDUCATION

* 461 --- ADMINISTRATOR'S OFFICE SPACE

* 462 --- SECRETARIAL, WAITING, ETC.

* 463 --- CONFERENCE, MEETING

* 464 --- LOUNGE

470 --- AUXILIARY ENTERPRISES

This category is used for alumni association, credit union staff, etc. It also is to be used for office space occupied by the following: Chaplain and staff; museum curator and staff; Physician and staff; student government staff; student organization staff.

* 471 --- ADMINISTRATOR'S OFFICE SPACE

* 472 --- SECRETARIAL, WAITING, ETC.

* 473 --- CONFERENCE, MEETING

* 474 --- LOUNGE

480 --- UNIVERSITY SYSTEM RELATED

* 481 --- ADMINISTRATOR'S OFFICE SPACE

* 482 --- SECRETARIAL, WAITING, ETC.

* 483 --- CONFERENCE, MEETING

* 484 --- LOUNGE

* 490 --- OTHER

600 --- GENERAL EDUCATIONAL RELATED FACILITIES

Assignable area which is designed for specific functional purposes in the conducting of all academic, curriculum-related, program presentation and research. This is differentiated from a normal service area for other classifications in that each area of this space category is normally characterized by its capability of being used separate and apart from any direct relation to the conducting of formal, regularly-scheduled classroom or laboratory instruction. It is further characterized as being physically occupiable by any given staff or student member and that it normally contains uniquely operational equipment suitable for use according to its assigned function.

610 --- GENERAL INSTRUCTIONAL RELATED

These rooms generally serve as an extension of some instructional activity. Such rooms are used in production and distribution of instructional media, evaluation of data through machine processing, etc. Many of these rooms are also used in training students in communications technique, machine operation, etc. If the facility presents such a dual purpose then the secondary use entry for Columns 22 through 24 should contain the Code 129 which describe "other class laboratory-type activities use."

* 611 --- TELEVISION RECORDING STUDIO

* 612 --- RADIO RECORDING STUDIO

* 613 --- TELEVISION OR RADIO CONTROL ROOMS

* 614 --- TELEVISION OR RADIO ENGINEERING MAINTENANCE ROOMS

* 615 --- DATA PROCESSING (Instructional or research related only)

* 616 --- ANIMAL ROOM OR QUARTERS

* 617 --- GREENHOUSE AND RELATED FACILITIES

* 618 --- INSTRUCTIONAL SHOPS

NOTE: If the above facilities are used primarily or secondarily as part of an instructional program to train students, they may be classified according to use or activity as Instructional Laboratories and should be coded appropriately as 129 in conjunction with the proper code above, e.g. primary use, 129 - secondary use, 611; or primary use, 611 - secondary use, 129; etc.

630 --- STUDENT STUDY AREA--INSTRUCTION RELATED — *Rooms used to study written or audio-visual materials on an individual or a group basis. Not necessarily considered as part of any library or library-related facility. This category reflects strongly on the activity of student study and will find common usage as being descriptive of secondary uses of some facilities not primarily designed or used for study purposes. For example, language laboratories are used both as instructional and as student study facilities and should be coded appropriately. Codes to be used for this category are listed below.*

* 631 --- GENERAL STUDY OR READING ROOMS

* 632 --- CARREL-TYPE FACILITIES — (Other than library.)

* 633 --- INDIVIDUAL STUDY BOOTHS

* 634 --- AUDIO-VISUAL STUDY ROOM — (Music listening, etc. for study only.)

* 635 --- GRADUATE STUDENT OFFICE-TYPE FACILITY

* 636 --- UNDERGRADUATE OR GRADUATE AREA FOR PAPER GRADING PURPOSES, ETC.

640 --- GENERAL RELATED, GENERAL USE FACILITIES

* 641 --- DATA PROCESSING--COMPUTER FACILITIES — A room (or group of rooms) which are used for institution-wide processing of data by machine or computer and which is not used for instructional purposes. A facility serving both activities would be appropriately classified 613-641 or 641-613 in the primary and secondary use columns.

* 642 --- AUDITORIUM FACILITIES--SEATING AREA

*	643 --- AUDITORIUM FACILITIES-- STAGE AREA	(See code reference 111 instructions for definitions.)
*	644 --- EXHIBITION ROOM OR AREA	This category includes non-self-supporting museums, art galleries, display rooms and windows, etc.
*	650 --- CLINIC FACILITIES	Room used for diagnosis and/or treatment of patients in a program other than medicine (human or veterinary), dentistry, or general student health care. This includes such rooms as those generally referred to as patient examination rooms, testing rooms, consultation rooms, etc. These clinics are typically associated with such educational areas as psychology, speech and hearing, remedial reading, and remedial writing.
	660 --- DEMONSTRATION OR LABORATORY FACILITIES	*All rooms used to practice the principles of certain subject matter areas in teaching and some home management. This category includes demonstration schools, laboratory school, pre-school nurseries, etc. in which the training of college-level students is involved. In projects which involve such facilities for purposes of research, then the appropriate Code, "R," must be placed in Column 42, EFR-1. These facilities are sub-coded as follows:*
*	661 --- LABORATORY-TYPE ROOM	
*	662 --- CLASSROOM	
*	663 --- CURRICULUM LIBRARY (ELEMENTARY)	
*	664 --- TESTING ROOM	
*	665 --- SPECIALLY EQUIPPED TESTING ROOM	
*	667 --- SLEEPING OR RESTING ROOM	
*	668 --- RESTROOM (BATHROOM)	
*	669 --- OTHER	

670 --- AGRICULTURAL OR FIELD SERVICE FACILITIES — *Structures for animal shelter or the handling, storage, and/or protection of farm products, supplies, and tools.*

* 671 --- CREAMERY AND/OR MILK PROCESSING

* 672 --- FEED STORAGE AND MIXING

* 673 --- ANIMAL SHELTERS AND SHEDS

* 674 --- BARN-LIKE STRUCTURES

* 675 --- PRODUCT TESTING AND PROCESSING (Soil, chemical, feed, etc.)

* 676 --- TOOL SHED, SCALE HOUSE, WELL HOUSE, ETC.

* 677 --- ANIMAL HOSPITAL AND TREATMENT FACILITY

* 679 --- OTHER

* 680 --- OTHER VETERINARY MEDICINE-RELATED FACILITIES

NOTE: Many agricultural facilities serve either instructional or research purposes. In cases where this occurs the secondary use entry, for instance, in describing a poultry instructional laboratory, would be 129, with the primary use entry as 673; it is, therefore, not difficult to relate the facility to instructional activity. In cases where the facility serves both instructional and research, the same entries are made and an R is placed in Column 42.

690 --- ARMORY-TYPE FACILITIES

Rooms used normally by ROTC units for drill, practice, special instruction, etc. All offices, laboratories, classrooms, etc. are coded separately.

* 691 --- RIFLE RANGE

* 692 --- DRILL AREA

* 693 --- WEAPONS ROOM

* 694 --- AMMUNITION ROOM

* 695 --- OTHER

700 --- RELATED SUPPORTING FACILITIES

CODES 710-730 --- Space which is characteristically used or usable for general pedestrian circulation, public service, or mechanical equipment. It is not "assignable" in the sense that it is not usable exclusively by any one assignee for a specific function or purpose which directly influences the performance of the activity for which the room or building has been assigned.
CODES 750-760 --- Assignable general non-office operations and physical plant related areas. This space is considered to be generally assignable in nature. It is used in the conducting of institutional operations concerning overall physical plant upkeep and maintenance, and campus-wide non-typically administrative related activities such as mail handling, fire control, and security protection.

710 --- CIRCULATION AREAS

* 711 --- LOADING DOCK

* 712 --- LOBBIES AND FOYERS

* 715 --- ELEVATORS

* 716 --- STAIRWAYS

* 717 --- CORRIDORS

720 --- MECHANICAL AREAS

*	721 --- MECHANICAL EQUIPMENT ROOM	
*	722 --- UTILITY ROOM (DUCT WORK, ETC.)	
*	723 --- ELECTRICAL CONTROL PANEL ROOM	
*	724 --- PUBLIC REST-ROOM--MEN	
*	725 --- PUBLIC LOUNGE--MEN	
*	726 --- PUBLIC REST-ROOM--WOMEN	
*	727 --- PUBLIC LOUNGE--WOMEN	
*	728 --- PUBLIC TELEPHONE FACILITIES	
*	729 --- CIVIL DEFENSE EQUIPPED OR DESIGNATED	This code will be used exclusively to determine the secondary use of the room, unless a room has been specifically built and designed and is used for nothing more than a shelter, in which case this code would be primary.

730 --- CUSTODIAL AREA

*	731 --- JANITORIAL WORKROOM OR CLOSET	

750 --- GENERAL OPERATIONS

*	751 --- FEDERAL POST OFFICE	
*	752 --- CAMPUS POST OFFICE	

2

*	753 ---	SECURITY POLICE FACILITIES	
*	754 ---	FIRE STATION FACILITIES	
*	756 ---	TELEPHONE SWITCHBOARD FACILITIES	
*	757 ---	TELEPHONE SWITCHING CONTROL ROOM-- EQUIPMENT	
*	758 ---	ENCLOSED GARAGE AREA	For vehicular parking, non-institution owned vehicles.
	760 ---	*GENERAL PHYSICAL PLANT OPERATIONS*	
*	761 ---	UTILITY PRODUCTION AND DISTRIBUTION	
*	762 ---	WAREHOUSE FOR PLANT MAINTENANCE EQUIPMENT	
*	763 ---	MAINTENANCE SHOPS	Carpentry, electrical, metallurgical, vehicle, etc.
*	764 ---	GARAGE	Non-repair, vehicle storage for institution-owned vehicles only.
	800 ---	*AUXILIARY AND SECTARIAN ENTERPRISE NON-OFFICE FACILITIES*	*Income-producing or non-academic enterprises operated primarily for service to students and staff and which are usually intended to be financially self-supporting. The independent operations conducted in related administrative facilities suggests a specific title for some specified room categories even though they may be catalogued with reference to the 400 series of Administrative Space. These include chaplain and sectarian-related staff facilities, physician and related-staff facilities and student government and other student organizations and related facilities. While the codes for these facilities appear in Section 470, it is suggested that the room occupant code found on page 73 be consulted and entered in Columns 38 through 42 in an effort to pinpoint the true use of such space.*

810 --- STUDENT AND/OR UNIVERSITY PRESS

*	811 ---	COPY PREPARATION	Editorial work.
*	812 ---	PRINTING AND REPRODUCTION	
*	813 ---	DISTRIBUTION	
*	816 ---	STUDENT PAPER--COPY PREPARATION	
*	817 ---	STUDENT PAPER--PRINT AND REPRODUCTION	
*	818 ---	STUDENT PAPER--DISTRIBUTION	

820 --- CHAPEL RELATED FACILITIES

*	821 ---	CHAPEL
*	822 ---	CHANCEL
*	823 ---	MEDITATION ROOM
*	824 ---	CHAPLAIN'S LIVING QUARTERS

830 --- MUSEUM FACILITIES — *All rooms used for exhibition or preparation of exhibition materials primarily for general exhibition which are considered as part of a financially self-sufficient enterprise.*

*	831 ---	MUSEUM EXHIBITION AREA
*	832 ---	OTHER CURATOR'S RELATED NON-OFFICE AREA

	840 --- CAFETERIA AND OTHER FOOD SERVING FACILITIES	*Rooms used for the eating of food. Service area for such facilities include kitchen, food preparation or workrooms, serving areas, etc.*
*	841 --- DEPARTMENTAL CAFETERIA--RELATED	
*	842 --- GENERAL CAFETERIA--RELATED	
*	843 --- STUDENT HOUSING CAFETERIA	
*	844 --- SNACK BAR SHOP	
*	845 --- FACULTY AND STAFF DINING LOUNGE	
*	846 --- HOSPITAL CAFETERIA	
	850 --- BOOKSTORE AND OTHER MERCHANDISING FACILITIES	*These areas are used for the display and selling of products or services.*
*	851 --- BOOKSTORE DISPLAY FLOOR	
*	852 --- BARBERSHOP	
*	853 --- BEAUTY PARLORS	
*	854 --- STUDENT UNION DESKS	
*	855 --- MOTEL-HOTEL ROOMS	

NOTE: This category does not include those facilities listed above as food service related.

860 --- STUDENT HEALTH FACILITIES — *All areas used for medical experimentation and treatment of students. This category does not include such clinics as speech and hearing, psychology and similar instruction and/or research facilities.*

* 861 --- RECEPTION OR WAITING ROOM

* 862 --- EXAMINATION AND/OR TREATMENT ROOM

* 863 --- HOSPITAL PATIENT ROOM

* 864 --- OPERATING ROOM AND RELATED

* 865 --- X-RAY ROOM AND RELATED

* 866 --- PHYSICIAN RELATED--NON-OFFICE

* 867 --- NURSE'S STATION AREA AND RELATED

* 868 --- CLINICAL LABORATORY AND RELATED

* 869 --- PHARMACY AND RELATED

870 --- STUDENT-UNION OR OTHER STUDENT NON-INSTITUTIONAL TYPE FACILITIES — *These facilities are used predominantly by students for recreational purposes. Staff and student body often conduct meetings, interviews, etc. in some space areas. All areas are listed below:*

* 871 --- MEETING ROOMS

* 872 --- BALLROOMS

*	873 ---	LOUNGES, CHECKROOMS, INFORMATION DESKS	
*	874 ---	RECREATION AREAS	
*	875 ---	STUDENT GOVERNMENT RELATED--NON-OFFICE	
*	876 ---	CAMPUS LAUNDRY	
*	877 ---	STUDENT ORGANIZATION RELATED	Non-government, non-office area.
*	879 ---	OTHER	
	880 ---	*STUDENT HOUSING RELATED ROOMS (GENERAL)*	*All areas which relate to assignable, non-instructional, non-cafeteria, non-administrative related space contained in housing facilities designed for and used by students.*
*	881 ---	STUDENT STUDY BEDROOMS--MEN	
*	882 ---	STUDENT STUDY BEDROOMS--WOMEN	
*	883 ---	LOUNGES, RECREATION ROOMS	
*	884 ---	BATHROOM FACILITIES--MEN	
*	885 ---	BATHROOM FACILITIES--WOMEN	
*	886 ---	LAUNDRY SERVICE	
*	887 ---	RESIDENT STAFF	Housing apartment or quarters.
*	888 ---	GUEST ROOMS	

NOTE: For more detailed evaluation of student housing facilities, Form EFR-1A is designed for such use and is located in the Appendix of this manual. See page 57 for further instructions in using Form EFR-1 to study student housing facilities.

890 ---	NON-INSTRUCTIONAL ATHLETIC--PHYSICAL EDUCATION FACILITIES	This category considers only that space which is used by students, staff, or the public for non-instructional athletic activities. This includes such activities as recreation, practice, intercollegiate or intramural practice or competition activities, etc. and excludes such activities as gymnasium classes, makeup sessions, physical education classes, laboratories, offices, etc. It does not include outside fields, tennis courts, archery ranges, etc., nor does it include permanent seating. The determination of this space implies that a proration of area be effected in order to further study utilization of space. In order to accomplish this it is suggested that playing areas be separated and considered as rooms. Those rooms which are used only for instruction are kept in the 130 Code series. Those which are used solely for non-instructional activities should be classified in this 890 series and those classified as both can be coded as, for example, 133-890 or 890-130, etc. in the primary and secondary use columns of Form EFR-1.
*	891 --- GYM FLOOR AREA	Used only for non-instructional activities. This includes basketball courts, handball courts, squash courts, wrestling rooms, gymnastics rooms, weight lifting-general exercise rooms, etc.
*	892 --- INDOOR NATATORIA	
*	893 --- TICKET BOOTHS	
*	894 --- ATHLETIC SPECTATOR SEATING	Permanent only.
*	895 --- PRESS BOX-TYPE FACILITY	
900 ----------		This series is reserved for general usage in regard to medical, dental, and nursing school facilities. The codes for this category can be obtained after further research has been concluded in this area of study.

SERVICE AREA

CLASSIFICATION CODES

SERVICE AREA CLASSIFICATION CODES

(For use only in Columns 21, 25, and 29 of EFR-1)

CODE	TYPE SPACE	DEFINITION
C	CLOSETS	Rooms which normally are quite small and which are used to contain such items as hats, coats, books, etc. which are normally used or referred to quite frequently.
S	STORAGE AND/OR SUPPLY ROOMS	Any room which is used to contain materials, instruments, or equipment for any extensive period of time or from which items are issued or checked-out to personnel for use. Examples: general secretarial supply room, chemical storage rooms, chemical supply issue rooms, laboratory equipment rooms, athletic equipment issue rooms, audio-visual equipment, etc.
W	WORKROOMS	Any room assigned for use as a servicing facility in which work is performed to implement another function. Examples: laboratory preparation room, drafting room, duplication rooms, photograph dark room, library accession and acquisition rooms. Any room assigned for use in servicing a particular academic function through the provision of special equipment. Such equipment is normally used by specially trained personnel and the responsibility for its use is usually assigned exclusively to one department. Examples: limited data processing equipment, electron microscope equipment, electro-spectrographic facilities.
P	PROJECTION BOOTH	A room designed to house projection and related equipment for film or slides or other audio-visual-type presentations.
L	LOCKER, SHOWER OR DRESSING ROOMS	Any room which houses facilities which are used for general student storage, bathing, clothes changing, etc. Such facilities are common to servicing athletic activities, theatrical facilities, physical plant personnel operations, and home economics instruction.
V	VAULT-TYPE ROOM	Any room designed spcifically for use due to its vault-like construction, i.e. isolated construction, thick isolated walls, sealable door, etc. Examples: fireproof vault for money, important papers, etc., controlled temperature room for scientific experiments, storage of scientific supplies.

I	INTERVIEW OR TESTING ROOMS	All rooms which are designed and used for the conducting of placement or other interview or testing activities. Examples include laboratory school testing clinics, departmental placement service interviewing facilities, etc.
O	OBSERVATION ROOMS	Rooms which are used for purposes of viewing particular events without necessarily being seen. Examples include laboratory school facilities with one-way mirrors, etc.
K	KITCHEN FACILITIES	Areas used for the preparation of food stuffs and/or beverages. This includes cafeteria kitchens, stove units in conference rooms, coffee making facilities, etc. Usually characterized by presence of sink and/or stovelike facilities.
H	HEALTH-RELATED ROOMS	Rooms used for treatment of muscular disorders, therapeutically correctable illness, etc., whirlpool bath facilities, athletic room facilities, special therapy for crippled children, etc.
X	INSTRUCTIONAL RELATED SHOPS	Shop is defined here as a room used for the manufacture or maintenance of instructional-related products and equipment. This category does not include carpentry, plumbing, electrical, painting, and other similar physical plant maintenance facilities. These would be coded 763. Further, the category does not include industrial arts and vocational-technical shops which are classified as 126. Examples of rooms which are included in this classification though, are glass blowing shops, electronics shops, and audio-visual meterials preparation facilities.

RESIDENTIAL ROOM ANALYSIS

(Not a requirement of the 1966-67 study)

Date _____

Institution _____

Building and Floor

EDUCATIONAL FACILITIES RESEARCH
SOURCE DOCUMENT EFR-1
ROOM ANALYSIS

i	ii	iii			iv				v	
BUILDING INFORMATION	ROOM LOCATION	TYPE ROOM CLASSIFICATION			STATION COUNT				ROOM OCCUPANT	ROOM D
										Major
Institution Code	Wing or Addition	Primary Use	Secondary Use	Designed Use	Primary Stations	Type Seating, Primary	Secondary Stations	Type Seating, Secondary	Room Occupant	Length
Building Code	Floor Level and Room Number									Width
A	B	C	C-1, D	E	F	G	H	I	J	K	L	M

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50

EDUCATIONAL FACILITIES RESEARCH
SOURCE DOCUMENT EFR-1
ROOM ANALYSIS

Worksheet Number _____

Checked by _____

Examiner _____

H	Primary Stations		STATION COUNT	iv	
I	Type Seating, Primary				
J	Secondary Stations				
K	Type Seating, Secondary				
L	Room Occupant		ROOM OCCUPANT	v	
M	Length	Major	ROOM DIMENSIONS	vi	
	Width				
N	Length	Alcove A			
	Width				
O	Length	Alcove B			
	Width				
P	Type Chalkboard		INSTRUCTIONAL	vii	
P-1	Chalkboard Lineal Feet				
Q	Room Design				
R	ETV Capability				
S	Audio-Visual				
T	Teaching Station Type				
U	Type Air Conditioning		GENERAL	viii	
V	Type Floor Covering				
W	Quality of Space				
X	Month and Year of Study		TIME OF STUDY	ix	
Y	Control Column				
Z	Type Card Index Code				

RESIDENTIAL ROOM ANALYSIS

EFR-1 RELATED

In using Source Document EFR-1 in the study of residential facilities a few necessary interpretations of code meanings must be introduced. If an institution wishes to study its housing facilities in this manner, a list of these modifications is included here for your consideration. Again a copy of Form EFR-1 appears as the opposing page for reference.

FIELD	ENTRY	COLUMNS
Field i	Building Information	
(Item A)	Institution Code Number	1- 5
(Item B)	Building Code Number	6- 9
Field ii	Room Location	
(Item C)	Wing or Addition Designation	10
(Item C-1)	Floor Level	11-13
(Item D)	Room Number	14-17
Field iii	Type Room Classification	
(Item E)	Primary Use	18-21
(Item F)	Secondary Use	22-25
(Item G)	Designed Use	26-29
Field iv	Station Count	
(Item H)	Primary Stations	30-33
(Item I)	Type Seating, Primary	34
(Item J)	Secondary Stations	35-36
(Item K)	Type Seating, Secondary	37
Field v	Room Occupant	
(Item L)	Room Occupant	38-42
Field vi	Room Dimensions	
(Item M)	Major Dimensions	43-50
(Item N)	Alcove A	51-56
(Item O)	Alcove B	57-62
Field vii	Instructional Room Information	
(Item P)	Type Chalkboard	63
(Item P-1)	Lineal Feet Chalkboard	64-65
(Item Q)	Room Design	66
(Item R)	ETV Capability	67
(Item S)	Audio-Visual	68
(Item T)	Teaching Station Type	69

Field viii	General Room Information	
(Item U)	Type Air Conditioning	70
(Item V)	Type Floor Covering	71
(Item W)	Quality of Space	72-73
	Reserved for Institution Use	74-75
(Item X)	Month and Year of Study	76-78
(Item Y)	Control Column	79
(Item Z)	Type Card Index Code	80

INSTRUCTIONS FOR ENTERING RESIDENTIAL DATA

FORM EFR-1

All items of entry are handled in the same manner as for non-residential related data as entered on EFR-1 with the following exceptions:

--- *ROOM USE--STUDY BEDROOM.*
The 880 series of room use codes contains a listing of typical housing facilities. As such the student study-bedroom is always considered primarily as a bedroom and secondarily as a student study room. Student study bedrooms are considered primarily facilities for sleeping and secondarily facilities for study purposes. As such the primary room use field, E, Columns 18 through 20 should always contain the Code 881 or 882. Accordingly, the primary station count entered in Columns 30 through 34 represents the number of sleeping stations contained within the room. The secondary room use relating to sleeping facilities is not entered as another code in Columns 22 through 24 but the secondary station count, or number of study stations, is appropriately placed in the secondary station field, Columns 35 through 37.

--- *TYPE SEATING--PRIMARY. COLUMN 34.*
The modified type station code for bed types as entered in Column 34 is as follows:

A --- Single Beds (wooden) with coil spring
B --- Single Beds (wooden) with box spring
C --- Single Beds (metal) with coil spring
D --- Single Beds (metal) with box spring
E --- Single Beds convertible to sofa
F --- Bunk Beds with coil spring
G --- Bunk Beds with box spring
H --- Built-in type bed or bed-sofa combiantion
I --- Trundle beds

The entry for type study stations as counted in Columns 35 and 36, is found in the listing of type stations for non-residential type station codings on pages 23 and 24.

--- *ROOM USE. BATH FACILITIES.*
The normal entry for type stations found in bathroom facilities on Form EFR-1 has no capability to account for the number of tub or shower facilities. To consider these facilities in reference to residential facilities, it is suggested that the room studied be arbitrarily divided to separate shower and/or tub areas. These would then be considered as service areas to the bathroom and coded as 881S or 882S--with the station count representing the number of shower heads and/or tubs.

--- *ROOM USE--OTHER.*
All other room types, e.g. cafeteria, lounges, corridors, administrative space, student study rooms, etc. are coded according to the normal room type classifications as found on page 30 through 52.

--- *NOTE: For an example of a more specifically residential facilities study method, you may review Form EFR-1A, Supplementary Residential Analysis, and instructions for its completion in the Appendix to this manual.*

SPACE UTILIZATION STUDY

SPACE UTILIZATION STUDY

FORM EFR-2

Space utilization measurements relating room type, room activity, room occupant, room size and time may be considered as being quantitatively analytical. For the most part they are generated with the intent of accomplishing a more efficient room use record to help defray and/or delay the heavy expenditures for the construction of new facilities.

Once they are generated, utilization measurements serve as a function of projection factors determination in planning future facility needs. The degree of comparability of such data strongly reflects on the data compilation technique employed and the consideration given to such other influencing but unquantifiable factors as:

1. Different teaching and learning techniques, philosophies, and concepts.
2. Different programs and activities (instructional, research, public service, administrative, etc.) require different types and amounts of space.
3. Different departmental programs of instruction and research require different types and quantities of space.
4. An institution must, as part of its academic endeavor, provide space for activities which do not generate credit hours. These activities limit the utilization of space for credit-hour activities.
5. Much of the space of an institution is used for different types of activities, and it might be said that there are different qualities and intensities of the utilization of space all incorporated into a measurement figure.

In an effort to discourage the misusing of these utilization measurements in studies made by the institution, by centralized data collection personnel, various State and Federal decision-making agencies, this study will deal with these variables and will determine their effects on and their relationships to utilization measurements. The intent here is to delineate, as clearly as possible, those rooms which can be sufficiently subjected to an efficiency of utilization study from those which cannot. Further, this study will present the best discovered measures of such space utilization for each type room--at each institution.

Source Document EFR-2, Room Utilization Report, is capable of being used to record the total number of hours which any room is used over a given period of time. Controlled on the departmental level, it is possible to compare several departments' use of the same room no matter what its use may be. However, for the purposes of this study, this document will be used only in reporting the use of instructional and library facilities (those listed as Codes 100 through 138, and 200 through 206). Further use of this document is recommended and hereby suggested but it is not a requirement of this endeavor for the 1966-67 academic year.

Date _____

Institution _____

Building and Floor _____

EDUCATIONAL FACILITIES RESEARCH
SOURCE DOCUMENT EFR-2
ROOM UTILIZATION ANALYSIS

1	A	Institution Code	GENERAL INFORMATION	1
2				
3				
4				
5				
6	B	Building Code		
7				
8				
9				
10	C	Wing or Addition	ROOM LOCATION	11
11	C-1, D	Floor Level and Room Number		
12				
13				
14				
15				
16				
17				
18	E	Monday (DAY OF WEEK)	ROOM UTILIZATION INFORMATION	111
19		Tuesday		
20		Wednesday		
21		Thursday		
22		Friday		
23		Saturday		
24		Sunday		
25	F	Time of Day Class Begins (TIME OF DAY)		
26				
27				
28				
29	G	AM or PM		
30	H	Time of Day Class Ends		
31				
32				
33				
34	I	AM or PM		
35	J	Frequency of Use		
36	K	Number of Weeks Room Use		
37				
38	L	Room Occupant		
39				
40				
41				
42				
43	M	Enrollment or Participants		
44				
45				
46				
47	N	Program Code	PROGRA	
48				
49				
50				

EDUCATIONAL FACILITIES RESEARCH
SOURCE DOCUMENT EFR-2
ROOM UTILIZATION ANALYSIS

Worksheet Number ____________________

Checked by ____________________

Examiner ____________________

i						iv									v	vi				
ON INFORMATION						PROGRAM-CURRICULUM RELATED INFORMATION										TIME OF STUDY				
Y	AM or PM	Frequency of Use	Number of Weeks Room Use	Room Occupant	Enrollment or Participants	Program Code	Course Number	Section Number	Semester Hour Value	Sem. Cr. Hr. Activity	Non-Sem. Cr. Hr. Activity	Course Type	Visiting or Auditing Enrollees			Semester of Study	Month of Study	Year of Study	Control Column	Type Card Index Code
H	I	J	K	L	M	N	O	P	Q	R	S	T	U			V	W	X	Y	Z
32 33	34	35	36 37	38 39 40 41 42	43 44 45 46	47 48 49 50	51 52 53 54 55 56	57 58 59 60	61 62	63	64	65	66 67	68 69 70 71 72 73 74		75	76	77 78	79	80

GENERAL INSTRUCTIONS

SPACE UTILIZATION REPORT

FORM EFR-2

FIELD	ENTRY	COLUMNS
Field i	General Information	
(Item A)	Institution Code	1- 5
(Item B)	Building Code	6- 9
Field ii	Location of Room Under Study	
(Item C)	Wing or Addition Designation	10
(Item C-1)	Floor Level	11-13
(Item D)	Room Number	14-17
Field iii	Room Utilization Information	
(Item E)	Day of Week	18-24
(Item F		
Item G		
Item H		
Item I)	Time of Day	25-34
(Item J)	Frequency of Use	35
(Item K)	Number of Weeks Room Use	36-37
(Item L)	Room Occupant	38-42
(Item M)	Enrollment or Participants	43-46
Field iv	Program-Curriculum Related Information	
(Item N)	Program Code	47-50
(Item O)	Course Number	51-56
(Item P)	Section Number	57-60
(Item Q)	Semester Hour Value	61-62
(Item R)	Semester Credit-Hour Activity	63
(Item S)	Non-Semester Credit-Hour Activity	64
(Item T)	Course Type	65
(Item U)	Visiting or Auditing Enrollees	66-67
Field v	(Reserved for institutional use)	68-74
Field vi	Time of Study	
(Item V)	Semester of Study	75
(Item W)	Month of Study	76
(Item X)	Year of Study	77-78
(Item Y)	Control Column	79
(Item Z)	Type Card Index Code	80

SPACE UTILIZATION REPORT

DATA COMPILATION METHODOLOGY

Utilization of space relates primarily to room activity, room occupant, and time that the activity takes place. It is therefore fairly safe to say that consultation with such persons as registrars, academic deans, building custodians, etc. will result in a fairly accurate compilation of records regarding the assignment of space over the course of a week, a semester, etc.

The utilization of space by scheduled semester credit hour producing activities can be studied by first listing all such laboratories and classrooms according to the room designated for their use by the registrar. A confirmation of the place of meeting, hour of meeting, and class enrollment can be made by contacting the departmental dean or the faculty member teaching the course. The course catalogue should be considered only as a last resort in locating room assignment and teaching staff identity.

For all scheduled non-semester credit hour producing activities such as make-up labs, review sessions, meetings, study time, etc., the task becomes somewhat burdensome. The knowledge of this use, however, is essential in planning normal class meetings, evening classes , etc. and so must, therefore, be understood. For the most part, the janitorial staff are familiar with the use of the part of the building for which each member is responsible. A list of activities per hour of day and per day of week can then be confirmed by the related parties, individuals, deans, administrators, etc. This seems to suggest that a program of recording such use be established and maintained on each campus.

For the 1966-67 study the Office of Educational Facilities Research will help in every way possible to understand the need for and to help establish such a program.

Utilization of Library Space

This is basically a study of how often the library is open for use and how many students make use of such facilities over the period of two weeks at the beginning of the semester, two weeks at the midterm period and three weeks at the final examination time. In order to determine the hours of day that the library is closed over the course of the term or semester, the librarian is the logical person to contact. In order to determine how many students use the library during the periods indicated, a head count must be made at the entrace to the MAIN library during the period of time that the library is open. Of course, this has the drawback of being unable to consider the number of students who reuse the library several times throughout each day. The intent with this study is merely to help project space and station needs per student per volume of material at the considered peak load of use.

SPACE UTILIZATION REPORT

INSTRUCTIONS FOR ENTERING DATA

FORM EFR-2

NOTE: There have been several columns left within this source document for individual institutional use if they desire to collect unrequested information. These columns are 68 through 74. Also, Columns 1 through 5 and 75 through 78 may be used by the institution for their own purposes in that all information in these columns is the same for each room studied. The final information submitted to the Coordinating Board, however, must contain the requested information, but until this final submission, the institution is free to do with these areas as they wish.

NOTE: In all entries maintain right justified control. If a 4-digit number for a 5-digit field is entered, the four digits should be placed in the second, third, fourth, and fifth columns of the field.

ITEM A — *INSTITUTION CODE. COLUMNS 1 THROUGH 5.*
Enter assigned code number in Columns 1 through 5 for your institution, as it appears in the Code Section of this manual, pages 94+.

ITEM B — *BUILDING CODE. COLUMNS 6 THROUGH 9.*
Enter the institution code number of the building in which the room is located. Building 41 is entered as 0041, building 410 as 0410, etc.

ITEM C — *WING OR ADDITION DESIGNATION. COLUMN 10.*
Enter the alphabetic character which describes the wing or other added extension to the building in which the surveyed room is located. Examples: N = north wing; S = South wing; E = east wing; W = west wing; or A = wing A; B = wing B; C = wing C; etc.

ITEM C-1 — *FLOOR LEVEL. COLUMNS 11 THROUGH 13.*
This item is used to designate the level of floor which contains the room under study. For the most part, such level designator is readable as part of the room number, e.g. Room 301 is normally located on the third floor.

COLUMN 11 is used exclusively for cases of incomplete or balcony-type floors and other non-numbered stories. Enter

the code letter which best describes the level according to the following:

A --- Attic
M --- Mezzanine
L --- Balcony and other loft-type levels
S --- Library stack area
B --- Basement*
G --- Ground floor**

*Basement is defined as a "story," the finished floor of which is 3'0" or more below the average exterior grade line or walk abutting the exterior walls.

**Ground floor is defined as the first floor above the basement or as a "story," the finished floor of which is 3'0" or less below the average exterior guide or walk abutting the exterior walls. If the ground floor, by definition, is considered to be the first floor of the building, then it is coded as the first floor in Columns 12 and 13.

The numeric floor level is indicated in Columns 12 and 13. The first floor or floor immediately above the ground floor is coded 01, the second floor or floor immediately above the first floor is coded 02, etc.

ITEM D *ROOM NUMBER. COLUMNS 12 THROUGH 17.*
Enter the room number in Columns 12 through 15. Columns 16 and 17 are used for the recording of any further room designation which is represented by an alphabetic character. Such characters may be found either as a prefix or a suffix to the room number. If the room has only a one digit number, the entry should be made in Column 15.

ITEM E *DAY OF WEEK. COLUMNS 18 THROUGH 24.*
For every day of the week on which the class meets or the activity takes place, enter the code character for each day in the appropriate columns.

M --- Monday
T --- Tuesday
W --- Wednesday
R --- Thursday
F --- Friday
S --- Saturday
N --- Sunday

NOTE: Library report should be entered on a daily basis.

ITEM F *TIME CLASS OR ACTIVITY BEGINS. COLUMNS 25 THROUGH 28.*
Enter the hourly time at which the activity or class actually begins. Example: 3:15 is entered as 0315.

ITEM G *AM OR PM IN TIME CLASS OR ACTIVITY BEGINS. COLUMN 29.*
Enter the period of day referred to in ITEM F.

A --- A.M.
P --- P.M.

ITEM H *TIME CLASS OR ACTIVITY ENDS. COLUMNS 30 THROUGH 33.*
Enter the hourly time at which the activity or class actuall ends. Example: 5:15 is entered as 0515.

ITEM I *AM OR PM IN TIME CLASS OR ACTIVITY ENDS. COLUMN 34.*
Enter the period of day referred to in ITEM H.

A --- A.M.
P --- P.M.

ITEM J *ROOM TYPE USE--FREQUENCY. COLUMN 35.*
Enter the use of room for the purpose described in ITEMS Q and R as follows:

1 --- Weekly (every week)
2 --- Bi-weekly (every two weeks)
3 --- Tri-weekly (every three weeks)
4 --- Monthly (every month)
5 --- Bi-monthly (every two months)
6 --- Tri-monthly (every three months)
7 --- Once a semester
9 --- Other

ITEM K *NUMBER OF WEEKS ROOM IN USE. COLUMNS 36 AND 37.*
Enter the total number of weeks in the semester period indicated in ITEM V during which the class or activity occupies the room in study or instruction.

ITEM L *DEPARTMENTAL CODE OF ROOM OCCUPANT. COLUMNS 38 THROUGH 42.*
See the Code listings for departments and programs, beginning on page 70 . Enter the appropriate code for the departmental division offering the course or responsible for the course and/or activity presented in the room being studied at the time and day indicated in ITEMS E through I. Refer to ITEM L, EFR-1, page 24.

ITEM M *ENROLLMENT OR ACTIVITY PARTICIPANTS. COLUMNS 43 THROUGH 46.*
Enter the number of students who are actually enrolled in the course or other persons who take part in the assigned room activity during the period indicated. Student enrollment should include all levels of instruction. Activity participants refers primarily to participant headcount in non-semester credit hour producing activity. Persons auditing or visiting a course are to be counted separately and reported in ITEM U, Columns 66 and 67.

ITEM N *COURSE PROGRAM AREA OR ACTIVITY. COLUMNS 47 THROUGH 50.*
Make NO entry in Columns 47 and 48. See the program code listings on page 88 to determine the proper numeric code to be entered in Columns 49 and 50.

ITEM O *COURSE NUMBER. COLUMNS 51 THROUGH 56.*
Enter the catalogue course NUMBER. Reserve Column 56 for alphabetic suffix, if any.

ITEM P *SECTION NUMBER. COLUMNS 57 THROUGH 60.*
Enter the section number of the course, if applicable. Use Column 60 ONLY for an alphabetic entry such as 03A.

ITEM Q *SEMESTER HOUR VALUE. COLUMNS 61 AND 62.*
Make an entry for every course or activity reported. Enter credit hour value of course. For example: an 0 would be entered for non-credit hour producing laboratory practice, or review session.

ITEM R *SEMESTER CREDIT HOUR ACTIVITY. COLUMN 63.*
Enter the alphabetic code for type of instructional activity conducted in the room during the course presentation. Use in cases of reference to both regular and irregular scheduling of course meetings.

REGULARLY SCHEDULED:
- A --- Lecture (general)
- B --- Seminar
- L --- Laboratory (non-physical education)
- T --- Other teaching technique (gym, studio, etc.)

IRREGULARLY SCHEDULED:
- G --- Guest lectures
- F --- Field trips
- M --- Make-up labs

ITEM S *NON-SEMESTER CREDIT HOUR ACTIVITY. COLUMN 64.*
Enter the appropriate code most descriptive of the room use found below:

ROOM USE WHICH IS RELATED TO CREDIT HOUR PRODUCTION
- A --- Exhibition type grading rooms
- E --- Examinations
- G --- Guest speakers
- P --- Practice periods
- R --- Reviews
- S --- Study periods

ROOM USE WHICH IS NOT RELATED TO CREDIT HOUR PRODUCTION
- M --- General meetings
- J --- Public service presentation
- X --- Exhibition
- F --- Recreational activities

ITEM T *COURSE TYPE. COLUMN 65.*
Indicate the course or room use according to one of the following: (Leave BLANK if neither 1 nor 2 below.)

1 --- Activity in course is extension or continuing education
2 --- Activity or course is correspondence related

ITEM U *VISITING OR AUDITING ENROLLEES. COLUMNS 66 AND 67.*
Enter the number of persons who are attending a semester credit hour producing course presentation without being officially enrolled in the course for credit.

COLUMNS 68 THROUGH 74
--- *These columns are reserved for institutional use.*

ITEM V *SEMESTER OF STUDY. COLUMN 75.*
Enter the code number for the academic period of time in which the study was conducted. All entries for this current study should relate to the fall session, 1966, that is, they should be A, E, or H, depending upon the type of academic period used by the institution. Any institution wishing to study for its own purposes the utilization for other academic periods during the year may use this same survey form and show in this column the academic period studied.

BI-MESTER SYSTEM
A --- First term
B --- Second term
C --- Summer session
D --- Summer session II

TRI-MESTER SYSTEM
E --- First term
F --- Second term
G --- Third term
C --- Summer, if any

QUARTERLY SYSTEM
H --- First term
I --- Second term
J --- Third term
K --- Fourth term
C --- Summer, if any

ITEM W *MONTH OF STUDY. COLUMN 76.*
Enter the code corresponding to the month during which the study takes place.

A --- January
B --- February
C --- March
D --- April
E --- May
F --- June
G --- July
H --- August
I --- September
J --- October
K --- November
L --- December

ITEM X *YEAR OF STUDY. COLUMNS 77 AND 78.*
The last two digits of the calendar year should be entered in Columns 77 and 78. Enter on every form reported to the Office of Educational Facilities Research. Refer to Item A, page 21, for instructions relating to individual institutional use of these columns.

ITEM Y *CONTROL COLUMN. COLUMN 79.*
Enter the code number which describes the control of data as listed below:

* --- Continuation of Data Card

/ --- Deletion of Data Card

& --- Adjustment of Data Card

NOTE: See Supplement for detailed explanation of this ITEM.

ITEM Z *TYPE CARD INDEX CODE. COLUMN 80.*
Enter the Code Number 2 in this column.

SPECIAL CASE HANDLING

FORM EFR-2

There are certain unusual conditions in the use of some space. These include, for example:

a. classes or activities that do not meet in the same room throughout the term or semester

b. classes or activities that meet on varying daily or hourly time schedules

c. classes or activities that are never assigned to a particular room

d. two or more classes or activities (usually arts and crafts, music, etc.) meeting in the same room at the same time and require special attention.

The Office of Educational Facilities Research at The University of Texas should be contacted for assistance in the handling of these and similar special cases.

ROOM UTILIZATION REPORT

RELATED TERMS AND DEFINITIONS

FORM EFR-2

PERIOD	As used in space utilization studies, a period is a unit of time. Generally in institutions of higher education a class period consists of 50 minutes of instruction, with average allowance of 10 minutes for changing classes. A class meeting scheduled for two consecutive hours, possibly a total of 110 minutes, is considered as one class period in this space utilization study. Similarly, a class meeting scheduled for an hour and a half, which in most colleges would amount to 75 or 80 minutes of actual instruction, is recorded as one class period in a space utilization study.
CLASS HOUR	Period of time class meets expressed in hours or fractions of hours.
CLASS SIZE	The number of formally enrolled students for each class excluding informally enrolled auditors, based on enrollments recorded after the fifteenth day of the semester. Count as one class all students scheduled to meet at one time in one place (not necessarily a room) with one instructor (or, rarely, one group of instructors).
CREDIT HOUR (OR CREDIT VALUE)	The numerical credit value of a one-semester course of instruction. (In this study all credit-hour value of institutions scheduling courses in quarters, instead of semester are evaluated on a separate basis.)
STUDENT-CLASS-HOURS (PER WEEK)	The sum of the products of each class's enrollment and weekly class-hours. See: CLASS-HOURS (PER WEEK); CLASS SIZE.
STUDENT-CREDIT-HOURS	The sum of the products of each course's enrollment and credit-hour value, including individual-study and research courses. (Note that all tabulations of student-credit-hours, and such ratios as student-credit-hours per FTE teaching-staff member, represent one-semester summations as the measurement of a given semester.)
TOTAL COURSE-CREDIT HOURS	The sum of the credit-hour values of all courses in whihc one or more students enrolled in one semester of the academic year, counting each differently numbered or alphabetically suffixed course as a separate course. Lecture-laboratory course offerings are handled according to the assignment of course credits by each institution, e.g. a 3-credit hour course which requires 3-hours of lecture and 1-hour of laboratory instruction would show that the laboratory period has NO credit-hour value.

APPENDICES

APPENDIX A

CODE LISTINGS

DEPARTMENTS AND OFFICES

FORM EFR-1
[Columns 38 through 41 only]

FORM EFR-2
[Columns 38 through 41 only]

SENIOR AND JUNIOR COLLEGE LEVEL DEPARTMENTAL AREA

CODINGS BY SUBJECT FIELD

The use of this 4-digit code system for representing both the departmental responsibility for, or occupance of, a room and its conducting of the room activity is recommended for it provides general comparability to other statewide or Federal studies. It is held to a minimum usage in the study so that we can test further extensions of it to include program or curriculum activity, etc.

Each subcategory is left extendable for use by each institution. For the most part this departmental listing seems fairly adequate for the recording of program area identifications. However, until such a list can be generated for widespread use we are resorting to the familiar two digit programmed curriculum code now employed throughout the Texas College and University System for all program descriptions.

Your assistance in extending the presented 4-digit departmental coding system to include program and curriculum areas is most welcome. The interrelation of departments and their course offerings suggests further consideration in code definitions and inclusions can best be determined and understood with your help.

GENERAL INSTRUCTIONS

Instructional Departmental Areas

These subject fields represent program areas which produce college level course credit which are readily transferrable between the Junior and Senior level institutions, as part of degree requirements.

These subject fields are listed as:

1000 ---- LIFE SCIENCES
- 1100 ---- Agricultural Sciences
- 1200 ---- Veterinary Medicine
- 1300 ---- Biological Sciences
- 1400 ---- Health Services

2000 ---- MATHEMATICS--PHYSICAL SCIENCE RELATED
- 2100 ---- Mathematical Sciences
- 2200 ---- Physical Sciences
- 2300 ---- Engineering Sciences

3000 ---- BEHAVIORAL SCIENCES
- 3100 ---- Psychology
- 3200 ---- Social Sciences

4000 ---- HUMANITIES
- 4100 ---- Fine Arts
- 4200 ---- English and Speech
- 4300 ---- Foreign Languages
- 4500 ---- Philosophy
- 4600 ---- Religion

5000 ---- PROFESSIONS
- 5100 ---- Environmental Design
- 5200 ---- Business
- 5300 ---- Education
- 5400 ---- Environmental Design (non-engineering)
- 5500 ---- Home Economics
- 5600 ---- Journalism
- 5700 ---- Law
- 5800 ---- Extension Teaching
- 5900 ---- Other Professions

These instructional related Departmental fields which are found in either or both the Junior and the Senior institutions without reference to a course credit are listed as "Instruction Related:"

6000 ---- EDUCATIONAL SERVICES
- 6200 ---- Public Service

Instructional Departments--Vocational, Technical, and Others

In entering this code in Columns 38 through 41 on Forms EFR-1 and EFR-2, be certain to enter the proper alphabetic character in Column 42 to denote the level of activity so represented by the occupant coding. These are usually considered as being career-oriented, non-transferrable course credit producing programs of two years or less whether or not they are conducted in two or four year colleges and Universities. These departmental subject fields are:

- 7100 ---- Agricultural Related
- 7200 ---- Apparel Design or Fabrication
- 7300 ---- Business
- 7400 ---- Construction
- 7500 ---- Engineering
- 7600 ---- Graphic Arts
- 7700 ---- Health
- 7800 ---- Public Service
- 7900 ---- Transportation

Non-Institutional Implementing Services for General Operations

These do not describe subject fields of academic content. They represent an identity of the department or office which serves the institution in its general overall operational procedures. They are listed as:

- 8100 ---- General Administration
- 8200 ---- Financial and Personnel Related
- 8300 ---- Student Services Related
- 8400 ---- Financial Assistance to Students
- 8500 ---- Student Housing and Food Service Recreation and Athletic Services
- 8600 ---- General Administration Related
- 8700 ---- Physical Plant Operation and Maintenance

These listings, 1000 through 8000, are considered to be representative of the actual or similar title of persons serving in the capacity indicated in both Junior and Senior Colleges. They represent no one individual institution and may be adaptable to comply with code systems now employed by each institution. If an institution cannot use these categories they are requested to submit the service activity and its assigned code number system. State level evaluations will regard only those categories in multiples of 100, i.e. 7100, 7200, 7300, etc. The reporting of data should reflect this knowledge and so group all services and operations. There is at this time no expectation that the data of any institution would necessarily be correspondingly itemized within any multiple of 100 category. After the 1966-67 study is completed, there is strong hope that the subcategorization of each general area will continually be employed for detailed internal analysis as invited in this manual.

JUNIOR AND SENIOR COLLEGE LEVEL

DEPARTMENTAL AREAS

0000 GENERAL OR UNCLASSIFIED

0100 GENERAL (identifiable, but broader than those listed below)

0200 UNCLASSIFIED (not identifiable, e.g. student with no declared major)

1000 LIFE SCIENCES

1100 AGRICULTURAL SCIENCES

1110 General Agriculture

1111 Agricultural economics and sociology
1112 Agricultural engineering and mechanics

1120 Animal Science and Husbandry

1121 Animal nutrition
1122 Dairy science

1130 Range Science

1131 Forestry
1133 Range management
1136 Recreation
1137 Wildlife management

1140 Soil and crop sciences

1141 Agronomy
1142 Floriculture
1143 Horiculture
1144 Landscape gardening

1150 Poultry science

1160 Plant science

1161 Plant pathology
1162 Plant physiology

1170 Wildlife management

1200 VETERINARY MEDICINE

1300 BIOLOGICAL SCIENCES

1310 General Biology

1311 Biological Science
1312 Anatomy and Histology
1313 Bacteriology
1314 Biochemistry
1315 Biophysics
1316 Genetics

1330 Micro Biology
1340 Bacteriology
1345 Botany
1350 Entomology
1355 Pathology
1360 Zoology
1370 Physiology

1271 Anatomy
1272 Histology

1400 HEALTH SCIENCE--PROFESSIONAL RELATED

1410 Dentistry
1420 Medicine
1430 Nursing
1440 Optometry
1450 Pharmacy
1460 Public Health
1470 Osteopathy
1480 Podiatry
1490 Other Health Science

2000 MATHEMATICS--PHYSICAL SCIENCE RELATED

2100 MATHEMATICAL SCIENCES

2111 Computer Sciences
2112 Systems Analysis
2113 Statistics
2114 Applied mathematics

2200 PHYSICAL SCIENCES

2210 Chemistry
2220 Physics
2230 Astronomy

2231 Astrophysics
2232 Cosmology
2233 Radio Astronomy

2240 Earth Sciences

2241 Atmospheric Physics
2242 Climatology
2243 Geophysics
2244 Meteorology
2245 Oceanography
2246 Paleantology
2247 Volcanology
2248 Geology

2250 Marine Science
2260 General Science

2300 ENGINEERING SCIENCES

2305 Aeronautical Engineering
2310 Aerospace Engineering

2311 Astronautical Engineering

2315 Architectural Engineering

2316 Architecture Engineering
2317 City Planning Engineering
2318 Landscape Engineering

2320 Civil Engineering

2321 Construction Engineering
2322 Sanitary Engineering
2323 Structural Engineering

2325 Drawing Engineering

2330 Electrical Engineering

2331 Electronic Engineering

2335 Engineering Mechanics
2340 Marine Engineering
2345 Industrial Engineering
2350 Mechanical Engineering

2351 Material Engineering

2355 Nuclear Engineering
2360 Textile Engineering
2365 Engineering Physics
2370 Ehemical Engineering
2380 Mineral Engineering

2381 Ceramic Engineering
2382 Geological Engineering
2383 Geophysical Engineering
2384 Metallurgical Engineering
2385 Mining Engineering
2386 Petroleum Engineering
2387 Gas Engineering

3000 BEHAVIORAL SCIENCES

3100 PSYCHOLOGY

3200 SOCIAL SCIENCES

3210 Anthropology, Archeology
3220 Economics (excluding agricultural economics)
3230 Geography (excluding physical geography)
3240 History

3241 Classical Civilization

3250 Political Science
3260 Sociology
3270 Government
3280 Area Studies (interdisciplinary studies of geographically defined areas)
3290 Other Social Science

3900 OTHER BEHAVIORAL SCIENCES

4000 HUMANITIES

4100 FINE ARTS

4105 Art

4106 Applied Art

4110 Drama

4111 Cinematography
4112 Radio and Television
4113 Theatre Arts

4115 Music

4116 Applied music

4120 Dance
4190 Other

4200 ENGLISH (INCLUDING SPEECH, SPEECH THERAPHY, LITERATURE)

- 4210 English
- 4220 English Literature
- 4230 Speech (not dramatic arts)

4300 FOREIGN LANGUAGES

- 4305 Classical
  - 4306 Greek
  - 4307 Latin
- 4310 Romance
  - 4311 French
  - 4312 Italian
  - 4313 Portugese
  - 4314 Spanish
- 4315 Germanic
- 4325 Near Eastern
- 4330 Oriental
- 4335 Scandanavian
  - 4336 Norwegian
  - 4337 Sweedish
- 4340 Slavonic
  - 4341 Czech
  - 4342 Russian
- 4350 Foreign Literature
- 4355 Folklore
- 4360 Linguistics
- 4365 Philology

4500 PHILOSOPHY

4600 RELIGION

- 4610 Comparative Religion
- 4620 Theology

4900 OTHER HUMANITIES

5000 PROFESSIONAL

5100 ADMINISTRATIVE PROFESSIONS

5110 Institutional Administration

5111 Hospital Administration
5112 Hotel Administration
5119 Other Institutional Administration

5120 Public Administration
5130 Library Administration
5140 Museum Administration

5200 BUSINESS

5205 Accounting
5210 Business Administration
5220 Finance, Insurance, Real Estate
5225 General Business
5230 Management
5235 Marketing, Advertising
5240 Secretarial Sciences
5250 Business Services

5251 Analysis
5252 Communications
5253 Data Processing
5254 Business Law
5255 Records Management
5256 Statistics

5270 Other Business, General

5300 EDUCATION

5305 Agricultural Education
5310 Curriculum Instruction
5315 Departmental Method
5320 Educational Administration
5325 Educational Psychology
5330 History and Philosophy of Education
5335 Home Economics Education
5340 Industrial, Vocational Education
5345 Physical and Health Education
5350 Practice Teaching
5360 Special Education

5361 Blind
5362 Partially Sighted
5363 Mentally Retarded
5364 Emotionally Disturbed

5365 Deaf
5366 Special Correction
5367 Crippled
5368 Exceptional
5369 Rehabilitation

5400 ENVIRONMENTAL DESIGN (NON-ENGINEERING LEVEL)

5410 Architecture
5420 Landscape Architecture
5430 Urban and Regional Planning

5500 HOME ECONOMICS

5600 JOURNALISM

5610 Communications
5620 Photography
5630 Printing

5700 LAW

5800 EXTENSION TEACHING

5900 OTHER PROFESSIONS

5910 Social Work
5920 Theology
5930 Air Science

5931 Aerospace R.O.T.C.

5940 Military Science (Army R.O.T.C.)
5950 Naval Science (N.R.O.T.C.)

6000 EDUCATINAL SERVICES

NOTE: Codings 6000 are relative to, and are to be used for, both Junior and Senior Colleges and Universities.

6200 PUBLIC SERVICE

6205 Alumni Relations
6210 Public Information
6215 University Press
6220 Official Publications
6225 Radio and Television (Non-Instructional)

7000 TECHNICAL-VOCATIONAL-ADULT EDUCATION SUBJECT FIELDS

NOTE: Note the type departmental program in Column 42, Forms EFR-1 and EFR-2 as:

T --- Technical Program
V --- Vocational Program

Adult education is a public service activity and is generally considered to be non-credit hour producing. To list such an activity, it is proper to place a letter J in Column 64 on Form EFR-2, Utilization Analysis. See instructions for Columns 63 and 64 for Form EFR-2, page 65.

7100 AGRICULTURAL RELATED

7110 General Agriculture

- 7111 Farm Management
- 7112 Farm economics and equipment sales
- 7113 Farm machinery and mechanics

7120 Animal science and husbandry

- 7121 Livestock production
- 7122 Animal nutrition
- 7123 Dairy science (includes testing, manufacturing, marketing, plant management)
- 7124 Poultry processing and marketing

7130 Soil and Crop

- 7131 Soil technology
- 7132 Field crops
- 7133 Soil production
- 7134 Water supply and irrigation
- 7135 Soil service

7140 Plant science related

- 7141 Landscaping and turf management
- 7142 Greenhouse management
- 7143 Floriculture
- 7144 Floral design
- 7145 Floral shop management
- 7146 Plant protection
- 7147 Plant material and propogation

7150 General biolgoy

- 7151 Botany
- 7153 Laboratory technology

7160 Agricultural Chemistry

7161 Laboratory technology

7190 Other agricultural related

7200 APPAREL DESIGN OR FABRICATION

7210 Apparel accessories

7211 Clothing construction skills
7212 Wardrobe planning and buying

7220 Home furnishings
7230 Textiles
7290 Other apparel design and fabrication

7300 BUSINESS

7310 Accounting

7311 Merchandising mathematics

7315 Advertising

7316 Communications
7317 Advertising design

7320 Cosmetology
7325 Data processing

7326 Program writing
7327 Equipment operations

7330 Hotel-Motel-Restaurant management
7335 Insurance
7340 Physical Distribution
7345 Retailing

7346 Principles of Retail Salesmanship
7347 Elements of Retailing

7350 Sales

7351 Real Estate Sales
7352 Sales and Advertising
7353 Store Management
7354 Buyer Relations

7355 Secretarial

7356 Legal Secretary
7357 Medical Secretary
7357 Private Secretary

7360 Typing
7390 Other Business

7400 CONSTRUCTION

7410 Air Conditioning and Heating
7420 Cabinet Making
7430 Carpentry
7440 Construction Electricity
7450 Forest Products
7460 Sheet Metal Construction
7470 Construction Technology

7471 Concrete Technology
7472 Materials Testing
7473 Structural Technology

7490 Other Construction

7500 ENGINEERING AND INDUSTRIAL

7510 Architectural

7511 Architectural Drawing

7520 Chemical
7530 Civil

7531 Surveying
7532 Sanitation

7540 Drafting and Design

7541 Machine Drafting
7542 Engineering Drawing
7543 Electronic Drafting
7544 Map Drafting

7550 Electrical and Electronic

7551 Communications Electronics
7552 Computer Electronics
7553 Electrical Power Technology
7554 Electronic Assembly
7555 Industrial Electronics
7556 Missile Electronics

7560 Industrial (including Frozen Foods Technology)

- 7561 Foundry Technology
- 7562 Operations Engineering
- 7563 Chemistry of Foods
- 7564 Freezers and Locker Plants
- 7565 Refrigeration

7570 Mechanical

- 7571 Tool and Die Technology
- 7572 Hydraulics Technology
- 7573 Aviation and Missle Technology
- 7574 Diesel Technology
- 7575 Shop Mechanics
- 7576 Welding

7590 Other Engineering and Industrial Techniques

- 7591 Petroleum Technology
- 7592 Metallurgical Technology
- 7593 Paint Manufacturing Technology
- 7594 Optical Technology

7600 GRAPHIC ARTS

7610 Commercial Art and Advertising Design

- 7611 Design and Color
- 7612 Three-Dimensional Design
- 7613 Structural Representation
- 7614 Composition
- 7615 *Life Drawing*
- 7616 Lettering

7620 Photography

- 7621 Composition

7630 Printing

- 7631 Machine Operations
- 7632 Colors and Dyes
- 7633 Layout Techniques

7640 Technical Illustration

7690 Other Graphic Arts

- 7691 Ceramics

7700 HEALTH TECHNOLOGIES

7710 Clinical Laboratory Techniques
7720 Medical and Dental Auxiliary

7721 Dental Assistant
7222 Dental Hygienist
7223 Dental Technology
7226 Medical Assistant
7227 Medical Laboratory Technician
7228 Medical Records Technology
7229 Histologic Technician

7730 Food Service--Supervision

7731 Quantity Food Preparation
7732 Nutrition

7740 Inhalation Therapy
7750 Nursing
7760 Psychiatric Aid
7770 Ward Management
7780 X-Ray Technology

7781 Radio Isotope Technici-n

7790 Other Health

7791 Personal and Family Health
7792 Physical Fitness
7793 First Aid
7794 Sanitation Safety
7795 Child development
7796 Child Guidance
7797 Marriage and Family
7798 Recreation Skills

7800 PUBLIC SERVICE

7810 Fire Protection
7820 Law Enforcement
7830 Library Assistant
7840 Teaching Aide
7850 Urban Planning
7890 Other Public Service

7900 TRANSPORTATION TECHNOLOGY

7910 Automotive

7911 Auto Mechanic
7912 Automotive Electric Circuits
7913 Chemistry of Fuels and Lubrications

7920 Aviation
7930 Heavy Truck
7990 Other Transportation

NOTE: To handle other technical-Vocational and Adult Education departments and subject fields, the following code listing is presented. Again, place the proper code in Column 42, EFR-1 and EFR-2, and Column 64, EFR-2.

7010 Other Technical
7040 Other Vocational
7070 Other Adult Education

7071 Foreign Affairs
7072 Space Age
7073 Citizenship Responsibility
7074 Democracy--Civics
7075 Decision Making
7076 Public Speaking

8000 IMPLEMENTARY SERVICES--GENERAL OPERATIONS

8100 GENERAL ADMINISTRATION

8105 Office of Board of Regents
8110 Office of President or Chancellor
8115 Office of Vice-President or Vice-Chancellor
8120 Office of Vice-President or Vice-Chancellor of Academic Affairs
8125 Office of Vice-President or Vice-Chancellor of Fiscal Affairs
8130 Office of Vice-President or Vice-Chancellor of Development
8135 Other Office of Vice-President or Vice-Chancellor
8140 Assistant to President or Chancellor
8145 Office of Campus Planning and Development
8150 Office of Academic Dean
8155 Office of Dean of Faculty, etc.
8160 Office of Institutional Research

8200 FINANCIAL AND PERSONNEL RELATED

8205 Office of Busine-s Manager
8210 Office of Comptroller
8215 Business Office--General
8220 Auditing Office--General
8225 Payroll Division--General
8230 Purchasing Agency or Office
8235 Bursar's Office
8240 Personnel Office
8245 Legal Counsel

8300 STUDENT SERVICES RELATED

8305 Admissions Office
8310 Registrar's Office, Student Records
8315 Office of Students' Government
8320 Dean of Students' Office
8325 Dean of Student Life
8330 Dean of Men
8335 Dean of Women
8340 Office of Instructional Student Activities
8345 Student Organization--Non-Government

8346 Student Publications Related

8350 Chaplain's Office
8360 Director, Health Center
8365 Medical Officer or Physician

8400 FINANCIAL ASSISTANCE TO STUDENTS

8405 Employment Aid Office
8410 Office of Loans and Schlorships
8415 Placement Service

8500 STUDENT HOUSING AND FOOD SERVICE, RECREATION AND ATHLETIC SERVICES

8505 Dean of Housing--Men
8510 Dean of Housing--Women
8515 Office of Housing and Food Service
8520 Office of Married Student Housing
8525 Director, Student Union Activities
8530 Director, Book Store Activities
8535 Director, Student Activities
8540 Director, Intramural Sports--Men
8545 Director, Intramural Sports--Women
8550 Director, Athletic Department
8555 Director, Intercollegiate Activities
8560 Residence Manager--Women
8565 Residence Manager--Men

8600 GENERAL ADMINISTRATIVE RELATED SERVICES

8605 Communications
8610 Data Processing
8615 Equipment Inventory
8620 Postal Service
8625 Stenographic Services (and Supplies)
8630 Duplication Services--General
8635 Museum Curator Office or Agency

8700 PHYSICAL PLANT OPERATION AND MAINTENANCE

8705 Director, Physical Plant
8710 Superintendant of Utilities
8715 Maintenance and Construction Office
8720 Buildings and Grounds Office
8725 Fire Protection
8730 Traffic and Security
8735 Telephone System
8740 Keys and Lock Control Office
8745 Equipment and Transfer of Equipment--Records Office
8750 Office, Custodial and Maintenance

APPENDIX B

SENIOR COLLEGE RELATED

CURRICULUM AND PROGRAM AREAS

CODES

(COLUMNS 49 AND 50, FORM EFR-2 ONLY)

(COLUMNS 14 AND 15, FORM EFR-3 ONLY)

SENIOR COLLEGE AND UNIVERSITY PROGRAM USES
WITH PRINCIPAL COURSES INCLUDED UNDER EACH
PROGRAM CLASSIFICATION

[SEE PARAGRAPH 2, PAGE 70]

[SEE ITEM F, PAGE 5]

01 LIBERAL ARTS

Anthropology
Classical Civilization
Economics (Including Agricultural Economics)
English
Geography
Government
History
Journalism
Mathematics
Philosophy
Psychology
Sociology (Including Agricultural Sociology)
Speech
Foreign Language
Social Sciences
Basic Division, Reading and Orientation

02 SCIENCES

Astronomy
Bacteriology
Biology
Botany
Chemistry
Geology
Marine Science
Meteorology
Oceanography
Physics
Zoology
General Science
Geophysics

03 FINE ARTS

Art (Including Art History, Criticism of Art, and Allied Art)
Drama
Music
Radio and Television

04 TEACHER EDUCATION

Departmental Methods (Including Methods Courses from Programs 01, 02, 03, 10, and 16)
Industrial Arts
Practice Teaching (All Fields)
Physical and Health Education (Excludes Required Physical Training)
Agricultural Education
Home Economics Educatio

05 AGRICULTURE

General or Technical Agriculture
Agricultural Engineering
Agronomy
Animal Husbandry
Biochemistry and Nutrition
Dairy Husbandry, Industry, or Science

Entomology
Floriculture
Forestry
Genetics
Horticulture
Landscape Architecture
Pathology and Plant Physiology
Pultry Husbandry
Range and Forestry
Wildlife Management

06 *ENGINEERING*

Aeronautical Engineering
Architecture
Architectural Engineering
Ceramic Engineering
Chemical Engineering
Civil Engineering
Drawing (Engineering)
Electrical Engineering
Engineering Mechanics
Industrial Engineering
Mechanical Engineering
Mining Engineering
Petroleum Engineering
Textile Engineering
Gas Engineering
General Engineering

07 *HOME ECONOMICS*

08 *LAW*

09 *SOCIAL SERVICE*

10 *LIBRARY SCIENCE*

11 *VETERINARY MEDICINE*

12 *VOCATIONAL TRAINING*

13 *PHYSICAL TRAINING*

14 *NURSING*

15 *PHARMACY*

16 *BUSINESS ADMINISTRATION*

Accounting
Business Administration
Business Services
Finance, Insurance, and Real Estate
General Business
Management
Marketing
Secretarial Sciences

17 *OPTOMETRY*

18 *TEACHER EDUCATION*

50 *MULTIPLE PROGRAM USE*

This classification code should be used when the building was designed for the combined use of more than one of the above program categories.

60 *NON-INSTRUCTIONAL*

For use for buildings designed for uses other than instructional programs.

APPENDIX C

JUNIOR COLLEGE RELATED

CURRICULUM AND PROGRAM AREAS

CODES

[COLUMNS 49 AND 50, FORM EFR-2 ONLY]

[COLUMNS 14 AND 15, FORM EFR-3 ONLY]

JUNIOR COLLEGE PROGRAM USES WITH COURSES INCLUDED
UNDER EACH PROGRAM CLASSIFICATION

31 *AGRICULTURE*

Agriculture Education
Agricultural Engineering
Agronomy
Animal Husbandry
Dairy Science
Entomology
Farm Management
Horticulture
Landscaping
Poultry Science
Wildlife
Farm Shop
Forestry

32 *ARTS AND CRAFTS*

Art Appreciation
Art History
Art Theory
Ceramics
Costume Design
Commercial Art
Drawing
Handcrafts
Painting
Sculpture
Teaching Art
Combination Courses

33 *BUSINESS ADMINISTRATION*

Accounting
Bookkeeping
Business Orientation
Office Practice and Management
Secretarial Training
Office Machines

34 *DRAMATICS AND SPEECH ARTS*

Radio and Television
Drama
Speech and Speaking

35 *EDUCATION*

Introductory Courses
Elementary Education
Secondary Education
Specialized Education Courses

36 *ENGINEERING*

Orientation and General
Architectural Engineering
Chemical Engineering
Civil Engineering
Electrical Engineering
Industrial Engineering
Mechanical Engineering
Engineering Drawing

37 *ENGLISH*

Basic and Fundamentals
For Foreign Students
Literature
Reports and Writing

38 *FOREIGN LANGUAGE*

Arabic
Chinese
Czech
French
German
Greek
Hebrew
Italian
Latin
Portuguese
Russian
Spanish

39 *HEALTH EDUCATION AND PHYSICAL TRAINING*

Physical Education
Health and Safety Education
Physical Training Activities

40 *HOME ECONOMICS (HOMEMAKING)*

Clothing
Foods
Home Care and Techniques
Family Living

41 *INDUSTRIAL ARTS (INDUSTRIAL EDUCATION)*

Drawing and Blueprint Reading
General Shop and Crafts
Industrial Arts Education
Metals
Woods

42 *JOURNALISM*

News Gathering and Reporting
Radio Reporting
Pictorial Reading

43 *LIBRARY SCIENCE*

44 *MATHEMAICS*

Basic Mathematics
Algebra and Analytic Geometry
Calculus
Equations
Statistics
Applied Mathematics

45 *MUSIC*

Theory and Literature
Group Instruction
Individual Instruction
Group Participation
Music for Teachers

46 *NATURAL SCIENCE*

Biology
Chemistry
Physics
Science Education
Geology
Space Science

47 *ORIENTATION, COUNSELING, AND GUIDANCE*

General Orientation Classes

48 *SOCIAL SCIENCES*

Anthropology
Bible
Economics
Geography
Government
History
Philosophy
Psychology
Sociology

49 *TECHNOLOGY*

Core Curriculum
Aeronautic
Air Conditioning
Baking
Clinic and Hospital
Construction (Civil and Architectural)
Diesel
Drafting
Electrical
Electronic
Metallurgy
Photography
Printing

70 *MULTIPLE PROGRAM USE*

This classification code should be used when the building was designed for the combined use of more than one of the above program categories.

80 *NON-INSTRUCTIONAL*

For use for buildings designed for uses other than instructional programs.

APPENDIX D

INSTITUTIONAL CODE NUMBERS

TEXAS COLLEGES AND UNIVERSITIES

INSTITUTIONAL CODE NUMBERS

TEXAS COLLEGES AND UNIVERSITIES

NOTE: The numeric figures following the names of the institutions are the institutional code numbers assigned by the United States Office of Education. The alphabetical suffix denotes the level of work offered by the institution according to the Education Directory published by the United States Office of Education. The alphabetical suffix code is as follows:

A. Two-year College--Private

B. Two-year College--Public

C. Four-year Institution--No Graduate Program--Private

D. Four-year Institution--No Graduate Program--Public

E. Four-year College--With Graduate Program--Private

F. Four-year College--With Graduate Program--Public

G. Four-year University--Private

H. Four-year University--Public

Public Senior Colleges and Universities

0930H --- University of Texas at Austin
0850F --- University of Texas at El Paso
0060F --- University of Texas at Arlington
0938H --- University of Texas Marine Science Institute at Port Aransas
0939H --- University of Texas McDonald Observatory at Mt. Locke
0932H --- University of Texas Medical Branch, Nursing Branch, and Hospitals at Galveston and The University of Texas Dental Branch at Houston
0940H --- University of Texas Anderson Hospital and School of Public Health at Houston
0934H --- University of Texas Medical School at San Antonio
0931H --- University of Texas Medical School at Dallas
0020H --- Texas A & M (Main Campus)
0021H --- Maritime Academy, Texas A & M (Galveston)
0022H --- Agricultural Experimental Station, Texas A & M
0023H --- Engineering Experimental Station, Texas A & M
0024H --- Forest Service, Texas A & M
0025H --- Transportation Institute, Texas A & M
0026H --- James Connally Technical Institute, Texas A & M
0740D --- Tarleton State College
0520F --- Prairie View A & M
0830H --- Texas Technological College
0450H --- North Texas State
0340F --- Lamar Tech
0790F --- Texas A & I
0860H --- Texas Woman's University (Main Campus)
0861H --- School of Nursing, Texas Woman's University (Dallas)
0862H --- School of Nursing, Texas Woman's University (Houston)

0810F --- Texas Southern
0430F --- Midwestern
0910H --- University of Houston (Main Campus)
0911H --- Downtown Branch, University of Houston
0912H --- Clear Lake City Center, University of Houston
0480D --- Pan American
0210F --- East Texas State
0590F --- Sam Houston State
0710F --- Southwest Texas State
0970F --- West Texas State
0720F --- Stephen F. Austin State
0730F --- Sul Ross State
0600D --- Angelo State

Public Junior Colleges

0040B --- Alvin Junior College
0050B --- Amarillo College
9025B --- Bee County Junior College
0120B --- Blinn College
9033B --- Central Texas Junior College
0140B --- Cisco Junior College
0150B --- Clarendon Junior College
0240B --- Cooke County Junior College
9045B --- Dallas County Junior Coll-ge
0180B --- Del Mar College
0230B --- Frank Phillips College
9020B --- Grayson County Junior College
0260B --- Henderson County Junior College
0265B --- Hill Junior College
0270B --- Howard County Junior College
0330B --- Kilgore College
0350B --- Laredo Junior College
0360B --- Lee College
9130B --- McLennan County Junior College
0440B --- Navarro Junior College
0460B --- Odessa College
0490B --- Panola County Junior College
0500B --- Paris Junior College
0530B --- Ranger College
0610B --- San Antonio College
0580B --- St. Philip's College
0615B --- San Jacinto Junior College
0640B --- South Plains College
0700B --- Southwest Texas Junior College
9200B --- Tarrant County Junior College
0750B --- Temple Junior College
0760B --- Texarkana College
0820B --- Texas Southmost College
0880B --- Tyler Junior College
0940B --- Victoria College
0960B --- Weatherford College
0980B --- Wharton County Junior College

Private and Church-Related Senior Colleges and Seminaries

0010E --- Abilene Christian College
0070E --- Austin College
0080E --- Austin Presbyterian Theological Seminary
0090G --- Baylor University
9001G --- Baylor College of Dentistry
9002G --- Baylor Medical College
0110C --- Bishop College
0160G --- Dallas Theological Seminary
0200C --- East Texas Baptist College
0220E --- Episcopal Theological Seminary of the Southwest
0250E --- Hardin-Simmons University
9009C --- Houston Baptist College
0280E --- Howard Payne College
0290C --- Huston-Tillotson
0300E --- Incarnate Word
0320C --- Jarvis Christian College
0470E --- Lady of the Lake
0370C --- LeTourneau College
0420E --- McMurry College
0410C --- Mary Hardin-Baylor College
0190E --- Oblate College of the Southwest
0510C --- Paul Quinn College
0540G --- Rice Universtiy
0550C --- Sacred Heart Cominican
0560C --- St. Edwards University
0570E --- St. Mary's University
0670C --- Southwest Assemblies of God
0630G --- Southern Methodist University
0660G --- Southwestern Baptist Theological Seminary
0690C --- Southwestern University
0770G --- Texas Christian University
0780C --- Texas College
0800C --- Texas Lutheran College
0840E --- Texas Wesleyan College
0870E --- Trinity University
0890C --- University of Corpus Christi
0900C --- University of Dallas
0920C --- University of St. Thomas
0950C --- Wayland Baptist College
0990C --- Wiley College

Private and Church-Related Junior Colleges

0030A --- Allen Academy
0031A --- Butler College
0032A --- Christian College of the Southwest
0033A --- Concordia College
0170A --- Dallas Baptist College (formerly Decatur Baptist College)
9008A --- Fort Worth Christian College

0380A --- Lon Morris College
0385A --- Lubbock Christian College
9125A --- Mary Allen College
0620A --- Schreiner Institute
0650A --- South Texas College
0670A --- Southwestern Assemblies of God College
0653A --- Southwestern Christian College
0680A --- Southwestern Union College
0681A --- Westminister College
0387A --- Christopher College of Corpus Christi

APPENDIX E

EXTENSIONS OF SURVEY CONTENT

EXTENSIONS OF SURVEY CONTENT

The Office of Educational Facilities Research is including the adequacy of space questionnaires in the supplement to this manual only for use by those institutions which volunteer an interest in conducting such additional research. For these institutions, our office offers forms and questionnaires to obtain opinions on the adequacy of Instructional, Office, and Research facilities. In all cases, as mentioned in the introduction to this manual, the data compiled and evaluated in any study of the adequacy of space is considered to be the property of the participating institution and will not become part of any inter-institutional studies without advance approval from the institution.

A supplement to this manual, available upon request, contains the questionnaire mentioned above and Form EFR-1A, Supplemental Residential Room Analysis. The latter form and related instructions on its use is an example of a format for a more detailed study of student housing facilities.

APPENDIX F

UPDATING PROCEDURES TO BE FOLLOWED

The detailed procedure for continually updating this study was necessarily considered to be such an important aspect of this system that a special addition was prepared and is contained in the Supplement to this manual. Copies of this Supplement are available on request.